**Warehouse Cleaning Checklist**

## **Daily Tasks**

#### **Floors and Aisles**

* Sweep and remove debris from all walkways and storage areas.
* Spot mop or scrub areas with spills or residues.
* Check and clean loading dock areas.

#### **Workstations and Packing Areas**

* Wipe down workbenches, tables, and tools.
* Empty trash bins and replace liners.
* Organize packing supplies and materials.

#### **Restrooms**

* Clean and disinfect toilets, urinals, and sinks.
* Refill hand soap, toilet paper, and paper towels.
* Clean mirrors and countertops.
* Empty sanitary napkin disposals.
* Mop floors with a disinfectant solution.
* Sanitize hand dryers and light switches.

#### **Break Room/Kitchenette**

* Wipe down tables, counters, and appliances.
* Clean the microwave and coffee machines.
* Remove expired food from refrigerator (weekly).
* Take out trash and recycling.

#### **Common Areas**

* Dust flat surfaces, fixtures, and shelving.
* Empty general waste and recycling bins.
* Sanitize high-touch surfaces like handrails and switches.

## **Weekly Tasks**

* Deep clean high-traffic floor areas using a scrubber or buffer.
* Clean inside of dock doors and surrounding walls.
* Dust overhead racks, piping, and exposed beams.
* Sanitize shared equipment (e.g., forklifts, pallet jacks, scanners).
* Wipe down internal windows and glass surfaces.

## **Monthly Tasks**

* Power wash exterior entrances and loading docks.
* Clean HVAC vents, fans, and ceiling units.
* Polish concrete floors or reseal where needed.
* Check and clean lighting fixtures and replace bulbs.
* Conduct a full inventory clean-up (remove clutter, check for expired items).