

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).



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