

Checklist Of Warehouse Cleaning Tasks

Immediate Tasks

- ☐ Mop up spills
- ☐ Pack away tools away when job is finished
- ☐ Sweep floors after a job is complete/or if something is dropped
- ☐ Pick up and dispose of strapping
- ☐ Clean up wood and metal shavings

Daily Tasks (or as required)

- ☐ Sweep Floors
- ☐ Recycle excess packaging
- ☐ Report and remove damaged products
- ☐ Check for broken pallets and discard
- ☐ Clear and wipe down benches
- ☐ Make sure work areas are clean
- ☐ Check aisles are clear of rubbish
- ☐ Clean up paperwork
- ☐ Clean and check the forklifts
- ☐ Keep yard clean and tidy
- ☐ Pick up and clean coffee mugs left around the office or warehouse

Weekly Tasks

- ☐ Empty bins (if full, empty more frequently)
- ☐ Check and reorder pallet locations
- ☐ Clear racking of empty pallets and crates

Monthly Tasks

- ☐ Clear aisles of pallets, products, equipment, etc.
- ☐ Dust pallet racking and shelving

Every 3-6 Months

- ☐ Sort small parts and lose products in cartons or tubs
- ☐ Sort/remove obsolete products