Warehouse and industrial staff areas: what we clean

Walk the building with your facility contact and tick each room the crew handles.

Building _____ **Address** _____

Walked by _____ **Date** _____

Restrooms

- ☐ Restrooms sanitized each visit
- ☐ Paper products, soap and liners refilled
- ☐ Waste collected between shifts
- ☐ Visit frequency set by the crew size using them

Breakrooms

- ☐ Tables and counters wiped
- ☐ Microwaves wiped down
- ☐ Trash hauled out
- ☐ Supplies restocked for the next shift

Offices and staff interiors

- ☐ Front office desks and shared rooms
- ☐ Office trash collected
- ☐ Staff rooms where crews gather before and after shifts
- ☐ Staff entrances kept tidy

Porter and scheduling

- ☐ Visits overnight, between shifts or other off-hours
- ☐ Lighter routine for the office suite
- ☐ Porter keeping common areas tidy in busy hours
- ☐ Parking lot litter picked up by the porter
- ☐ Breakroom restocked by the porter at peak times

Floors, exterior and one-time work

- ☐ Aisles and docks scrubbed as a separate floor-care job
- ☐ Staff-area floors scrubbed, recoated, polished or burnished
- ☐ Exterior walls, walkways and entrances washed to suit the material
- ☐ Construction cleaning after a renovated section
- ☐ One-time visit for a new tenant or a building changing hands

Planning notes

- [ ] Shift times and crew sizes
- [ ] Count of employee restrooms and breakrooms
- [ ] Rooms in the office suite
- [ ] Floor types in staff areas
- [ ] Exterior areas for washing

Notes