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