

Master Cleaning Checklist



Initial the corresponding day task is completed.

| Month/Year: _____ | | Day(s) Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---|---|---|---|---|---|---|---|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| Daily | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Desk | Remove all trash and debris | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Docks | Clean debris in docks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipment | Wipe control surfaces at the end of your shift | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Restroom | Take out trash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Remove all trash and debris | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Ensure all chemicals are maintained in a locked area | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weekly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Restroom | Clean toilet, urinal, sink, and floor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Sweep main aisles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Sweep the floor under and around racks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bi-Weekly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Facility | Check traps for pest activity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Check overhead and man door seals for proper seal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Mop aisles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quarterly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipment | Wipe down equipment (forklifts, carts, fire extinguishers) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Mop floors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Wipe down racks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Wipe walls, doors, and door seals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | QA - Inspect essential glass, brittle plastics and ceramics | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 Months | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Facility | Dust overhead light fixtures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warehouse | Change air filters and clean vents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yearly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Docks | Clean and pressure wash docks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ALWAYS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wipe areas like walls, doors, door seals as needed. | | Sweep/mop as needed. | | | | | | | | | | Report any signs of pest activity or entry points immediately. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Store any chemicals used to clean in locked designated area. | | Be sure to wear proper PPE for the task you are doing. | | | | | | | | | | Let QA and/or Management know if you are unable to complete a task. | | | | | | | | | | | | | | | | | | | | | | | | | |