Warehouse and plant staff areas: what we clean

Walk the site with your facilities lead and tick the rooms each shift relies on.

Facility _____ **Address** _____

Walked by _____ **Date** _____

Crew restrooms and locker rooms

- ☐ Crew restrooms cleaned and restocked
- ☐ Locker rooms cleaned
- ☐ Reset at shift changes for the incoming crew
- ☐ Headcount per restroom on the busiest shift

Breakrooms

- ☐ Tables and counters wiped
- ☐ Microwaves wiped
- ☐ Trash and recycling removed
- ☐ Breakroom reset between shifts

Shared contact points

- ☐ Time-clock area
- ☐ Entry doors
- ☐ Stair rails

Offices

- ☐ Shipping and receiving offices
- ☐ Driver check-in counters
- ☐ Supervisor offices
- ☐ Conference rooms
- ☐ Bins emptied and surfaces wiped
- ☐ Night visits after admin staff leave

Your site rules

- ☐ Sign-in point
- ☐ Protective gear required
- ☐ Badge doors
- ☐ Products your safety team approves
- ☐ Off-limits areas marked
- ☐ Production lines only on your sanitation schedule

Floors and extras

- [ ] Office carpet extraction and spot treatment
- [ ] Hard floors on periodic maintenance
- [ ] Warehouse and dock concrete machine-scrubbed
- [ ] Day porter restocking supplies
- [ ] Litter picked up in parking areas and yard
- [ ] Post-construction clean before move-in

Notes