

# Warehouse and Logistics Cleaning Checklist

A warehouse and logistics cleaning checklist is essential to maintain a clean and organised environment, ensuring efficiency, safety, and statutory compliance with regulations.

## GENERAL AREAS

- Machine scrub and dry the floors to remove dust and debris.
- Clean all surfaces, including safety bollards, racking and guard rails.
- Full waste management process to disposal point
- Check for and repair any leaks or water damage.

## STORAGE AREAS

- Clean shelving and remove old labelling.
- Periodically inspect and clean storage racks.
- Remove damaged pallets to recycling bays.
- Collecting expired or damaged goods and taking them to the appropriate disposal points.
- Machine scrub and dry the floors to remove dust and debris.

## LOADING BAYS

- Machine scrub and dry the floors to remove dust and debris.
- Inspect and clean loading bay equipment.
- Ensure the use of proper signage for safety and compliance.
- Remove any debris around the loading area and taking it to the approved disposal point.

## STAFF WELFARE AREAS

- Cleaning and sanitising chairs, tables, and countertops.
- Machine scrub and dry flooring
- Clean and sanitise of kitchen area.
- Clean and sanitise microwaves, vending machines, and fridges.
- Removal of all general and recyclable waste.

## TOILETS & SHOWERS

- Clean and sanitise toilets, showers, sinks, and countertops.
- Refill soap dispensers and replenish toilet paper and paper towels.
- Periodic clean of ventilation grills.
- Check for and report any leaks.
- Check for and report any damage or vandalism.
- Empty and clean bins and take waste to appropriate disposal point.

## WALKWAYS AND AISLES

- Machine scrub and dry flooring.
- Ensure clear and safe pathways for personnel and equipment.
- Clean up any spills promptly.
- Report any damage to flooring or aisles.
- Remove obstacles or clutter.

## PEST CONTROL

- Implement pest control measures, including regular inspections.
- Report any cracks or openings that pests could use to enter.
- Properly dispose of waste to avoid attracting pests.

## OFFICE SPACES

- Clean and disinfect desks, chairs, and other furniture.
- Dust and wipe down electronics and office equipment.
- Vacuum or clean flooring.
- Full waste management process to disposal point.
- Clean windows and other glass surfaces.

## PERIODIC MAINTENANCE

- Schedule deep cleaning sessions for equipment and hard-to-reach areas.
- Schedule deep cleaning of toilets, changing rooms, and showers.
- Schedule deep clean of kitchen extraction systems.
- Inspect and clean ventilation systems.
- High-level cleaning to racking, lighting, and infrastructure.
- External building cladding to be power washed.

## SAFETY, COMPLIANCE, AND DOCUMENTATION

- Inspect and clean safety equipment such as fire extinguishers and first aid kits.
- Check emergency exits and ensure they are clear and accessible.
- Inspect and clean safety signage.
- Keep records of cleaning schedules and activities.
- Ensure compliance with health and safety regulations.
- Report any defects requiring maintenance or repairs.



Let's discuss how cleaning can help you achieve zero downtime.

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