Manufacturing Facility Cleaning Checklist

A janitorial inspection for plants and factories by area: production floor aisles, lunchroom, locker rooms, washrooms, offices, shipping office and exterior

Site _____ Date _____ Inspector _____

Production Floor Aisles and Walkways

	Pass	Fail	N/A
Painted walkways and aisles swept or ride-on scrubbed, floor markings visible end to end	☐	☐	☐
Oil, coolant and hydraulic drips outside equipment zones absorbed and removed, absorbent bagged and disposed of by the plant's rule	☐	☐	☐
Cleaner stayed out of marked equipment zones and never touched machine guards, controls or anything under lockout	☐	☐	☐
Garbage and recycling stations on the floor emptied, liners replaced, metal and scrap bins left for production	☐	☐	☐
Drinking fountains and bottle fillers on the floor cleaned	☐	☐	☐
Spill kits and absorbent stations found stocked, or the shortage reported	☐	☐	☐

Lunchroom

	Pass	Fail	N/A
Tables and chairs wiped and sanitized between shift breaks, not once at the end of the day	☐	☐	☐
Microwaves inside and out, fridge handles and the sink cleaned	☐	☐	☐
Vending machine fronts and the coffee counter wiped	☐	☐	☐
Floor swept and mopped, with grease and grit tracked in from the floor removed	☐	☐	☐
Garbage and recycling emptied before the next shift's break	☐	☐	☐

Locker Rooms and Showers

	Pass	Fail	N/A
Benches wiped and disinfected, locker fronts and handles wiped	☐	☐	☐
Shower walls, floors and drains cleaned, soap scum and hair removed	☐	☐	☐
Floor drains clear and the room free of standing water	☐	☐	☐
Boot wash stations and boot racks cleaned of mud and grease	☐	☐	☐

Odour checked, ventilation fan running	☐	☐	☐

Washrooms

	Pass	Fail	N/A
Toilets, urinals and the base of each fixture cleaned and disinfected	☐	☐	☐
Sinks, faucets and mirrors cleaned, grease marks around the sink removed	☐	☐	☐
Heavy-duty hand soap and paper towel stocked, dispensers working	☐	☐	☐
Partitions and door push plates wiped	☐	☐	☐
Floor mopped and drain checked, no standing water left at shift change	☐	☐	☐

Offices, Quality Lab and Control Rooms

	Pass	Fail	N/A
Desks, phones and door handles wiped, papers and drawings left in place	☐	☐	☐
Quality lab benches cleaned only where the lab has cleared them, instruments not touched	☐	☐	☐
Control room surfaces dusted around screens and panels, no liquid sprayed near equipment	☐	☐	☐
Carpets vacuumed and hard floors mopped, grit tracked in from the floor removed at the threshold	☐	☐	☐
Meeting room table wiped and chairs pushed in	☐	☐	☐

Shipping Office, Entrances and Exterior

	Pass	Fail	N/A
Shipping office counter and the driver window wiped, driver washroom cleaned	☐	☐	☐
Employee entrance, time clock or badge reader and turnstile wiped	☐	☐	☐
Entrance mats vacuumed, grit removed from the vestibule	☐	☐	☐
Smoking area butt containers emptied and the area picked up	☐	☐	☐
Exterior garbage area around the dumpsters picked up	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Cleaner wore the PPE the plant requires on the floor (safety glasses, safety boots, high-visibility vest, hearing protection where posted)	☐	☐	☐
Pedestrian walkways used, forklift and crane areas avoided while equipment is moving	☐	☐	☐

Wet floor signs set and removed, no wet aisle left where forklifts turn	☐	☐	☐
Chemicals labelled with the plant's workplace labels and safety data sheets available on the cart or in the janitor room	☐	☐	☐
Cleaning timed around shift changes and breaks so the lunchroom and washrooms are ready for the next shift	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Each shift	Lunchroom between breaks, washrooms, garbage stations on the floor, spill response in aisles
Daily	Aisle sweeping or scrubbing, locker rooms and showers, offices, entrances, shipping office
Weekly	Locker fronts, boot wash stations, vending fronts, baseboards, exterior pickup
Monthly	Office high dusting, vents, lunchroom appliance deep clean, wall washing in washrooms
Planned shutdown	Overhead and structural dusting, floor degreasing and recoating, done by a scoped crew with the plant's lockout plan

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