

Warehouse Cleaning Checklist

A housekeeping inspection for warehouses and distribution centres: docks, racking aisles, travel lanes, dust control and amenities

Site _____ Date _____ Inspector _____

Shipping and Receiving Docks

	Pass	Fail	N/A
Dock floor swept, no shrink wrap, strapping or broken pallet boards in the travel path	☐	☐	☐
Dock leveller pit and hinge free of debris	☐	☐	☐
Dock door tracks and seals clear, nothing wedged at the base of the door	☐	☐	☐
Spills of oil, product or water cleaned or contained and reported the same shift	☐	☐	☐
Pallet staging inside its painted lines, no leaning stacks	☐	☐	☐
Dock apron and trailer approach swept where in scope	☐	☐	☐

Racking Aisles and Storage

	Pass	Fail	N/A
Aisles clear of wrap, labels and product debris	☐	☐	☐
Floor under the lowest beam level swept, nothing pushed under the rack	☐	☐	☐
Rack base plates and column guards free of packed debris	☐	☐	☐
Aisle lines and floor markings visible, not hidden under dirt	☐	☐	☐
Damaged product and leaking containers reported, not moved to another location	☐	☐	☐
Empty pallets returned to the pallet area, none left in the aisles	☐	☐	☐

Floors and Travel Lanes

	Pass	Fail	N/A
Main travel lanes scrubbed, no tire marks or oil sheen reducing traction	☐	☐	☐
Floor dry or signed, no standing water under roof drains or at the dock doors	☐	☐	☐
Pedestrian walkways and crosswalks clean and clearly visible	☐	☐	☐

Floor drains and trench drains clear	☐	☐	☐
Floor joints free of packed debris	☐	☐	☐

Dust Control

	Pass	Fail	N/A
No visible dust layer on reachable ledges, pipes, beams and machine tops	☐	☐	☐
Dust removed with a vacuum or a wet method, never blown around with compressed air	☐	☐	☐
Dust cleared from around heaters, light fixtures and electrical panels	☐	☐	☐
Dust collector surrounds clean and free of combustible material	☐	☐	☐

Battery Charging and Equipment Areas

	Pass	Fail	N/A
Battery charging area free of spills, eyewash station clean and unobstructed	☐	☐	☐
Forklift parking area swept, drip trays emptied	☐	☐	☐
Nothing stored in the clear space in front of electrical panels	☐	☐	☐
Fire extinguishers, sprinkler risers and exit doors unobstructed	☐	☐	☐

Break Room, Washrooms and Offices

	Pass	Fail	N/A
Break room tables, microwave interior, fridge handles and sink cleaned	☐	☐	☐
Washroom fixtures, floors and dispensers cleaned to restroom standard	☐	☐	☐
Lockers and boot benches wiped, no mud tracked in from the dock	☐	☐	☐
Shipping office counter and terminal wiped	☐	☐	☐
Garbage, cardboard and recycling emptied, compactor area clear	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Crew wearing the site's required PPE, a high-visibility vest at minimum	☐	☐	☐
Crew stays inside pedestrian walkways and follows the site's forklift traffic rules	☐	☐	☐
Wet floors signed until dry	☐	☐	☐
Spills, damage, leaks and blocked exits reported to the shift lead the same visit	☐	☐	☐

Previous inspection deficiencies verified as fixed before new items are logged	☐	☐	☐
Chemicals labelled and stored in the janitor closet, safety data sheets on hand	☐	☐	☐

Suggested frequency

Daily	Dock floors, litter pick on travel lanes, break room, washrooms, spill response, garbage and cardboard
Weekly	Ride-on scrub of travel lanes and aisles, under-rack sweep of the lowest beam level, drain check, office detail
Monthly	Dust control pass on ledges, pipes and fixtures, dock leveller pit cleanout, lockers
Quarterly	High-level dust removal from a lift, battery room detail, windows and skylights where in scope

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