

# Work Housekeeping Checklist

By Jake R Brady

- Improving Housekeeping
  - Set clear, objective and attainable housekeeping standards.
  - Measure how well the standards are met.
  - Use checklists to help you to systematically measure housekeeping.
  - Provide positive feedback.
  - Encourage housekeeping as a way of life.
  - Housekeeping Practices
- Keep work areas clean
  - Keep aisles clear.
  - Keep exits and entrances clear.
  - Keep floors clean, dry and in good condition.
  - Vacuum or wet sweep dusty areas frequently.
  - Stack and store items safety.
  - Store all work materials in approved, clearly labelled containers.
  - Use proper waste containers.
  - Keep sprinklers, fire alarms and fire extinguishers clear.
  - Clean up spills and leaks of any type quickly and properly.
  - Clean and store tools, items and equipment properly.
  - Fix or report broken or damaged tools, equipment, etc.
  - Keep lighting sources clean and clear.
  - Follow maintenance requirements.
  - Benefits of Housekeeping
- Eliminate clutter
  - Reduce the chances of harmful materials entering the body.
  - Improve productivity.
  - Improve your company's image.
  - Help your company to make the best use of its space.
  - Make the workplace neat, comfortable and pleasant.