Work Housekeeping Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**