

Work Housekeeping Checklist

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- 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.