

MONTHLY WORKPLACE / OFFICE CLEANLINESS & HYGIENE CHECKLIST

Part of any organized business includes a standard set of tasks that must be completed on a daily, weekly and monthly basis. To make the job of management easier, it is a best business practice to have an established list of tasks per department and all the way down to the position level.



Workplace Cleanliness

- Passageways, floors, doorways, exit routes are free of greasy dirt and dust.
- Ceiling and walls are free of dirt and dust.
- Worktable, chairs are furniture are free of dirt and dust.
- Cabinets racks and storage facilities are free of greasy dirt and dust.
- Electrical and mechanical equipment are free of greasy dirt and dust.
- Tools, equipment and facilities common in use are cleansed and disinfected.

Personal Hygiene Facilities

- Waterclosets and urinals are provided with flushing facilities in good working order.
- Washing basins and water taps are in good working order.
- Liquid soap is provided.
- Drying facilities are provided.
- Toilet paper is provided.
- Toilets are ventilated.

- Air taps are ensured not dry.
- Toilets have been cleansed and disinfected as per schedule.

Pest Control

- Pest Control exercise is carried out as scheduled.
- Insecticide and/or insect trap are used where necessary.
- Rodent prevention measures are used.

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