

Housekeeping Log - GWSI Langhorne

Daily Schedule	Complete
Broom Clean Heavy Traffic Areas	
Flatbed Loading Area	
Loading Docks	
Aisles and pathways not containing cargo	
Driver Check In Entrance	
Warehouse garbage cans emptied into dumpster/compactor	
Weekly Schedule	
Clean and sanitize employee bathroom	
Clean and sanitize office bathroom	
Empty office trash cans	
Sweep debris from outside area around loading docks and drainage grates	
Monthly Schedule	
Floor Scrubbing	
Flatbed Loading Area	
Loading Docks	
Aisles and pathways not containing cargo	
Driver Check-Entrance	
Fire extinguishers checked to be within operating range	
Building inspected for visible damage and/or leaks	