

Housekeeping Log - GWSI Jacksonville

Daily Schedule	Completed				
Broom Clean Heavy Traffic Areas	M	T	W	R	F
Flatbed Loading Area					
Loading Docks					
Aisles and pathways not containing cargo					
Driver Check In Entrance					
Warehouse garbage cans emptied into dumpster/ compactor					
Weekly Schedule	Completed				
Week of Month Number	1	2	3	4	5
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	Completed				
Floor Scrubbing	Date				
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					