

	<h1 style="text-align: center;">Good Housekeeping Checklist (Warehouse)</h1> <h2 style="text-align: center;">Forms and Templates</h2>		Document Number: FM-OPS-09.02
	Department: Operations	Effective Date: February 1, 2024	Revision No 0

	GOOD HOUSEKEEPING CHECKLIST (WAREHOUSE)						DOCUMENT NO: FM-OPS-09.02 EFFECTIVE DATE: February 1, 2024 REVISION NO: 0 DEPARTMENT: Operations		
							Month _____ Year _____		
							Date _____		
							MON TUE WED THUR FRI SAT SUN		
NO.	AREA	ITEM	STANDARD						
1	WAREHOUSE	Racks/Pallets	1. Racks & Pallets are clean						
2			2. Correct storage & stacking conditions are observed; No overstocking						
3			3. Storage racking are in good and safe condition						
4		Warehouse equipment	All equipment (forklifts, jack lifts, pallets, etc.) are clean and working						
5		PPE	All personnel wear protective clothing/equipment and footwear						
6		Signages & Compliance	1. No personnel observed/with evidence of smoking, eating, drinking & spitting inside the WH area						
7			2. "No Smoking, No Eating, No Drinking, No Spitting" signs are posted						
8		Lights	All lights in Storage areas have shatterproof diffusers or cover and adequate lighting is provided						
9		Receiving/ Loading areas	Receiving/Loading areas or docks are clean						
10		Doors & Plastic Curtains	Doors are aligned, no damage and always kept closed Strip or air curtains (If applicable) are used to prevent entry of pests if closing of doors is						
11		Testing Equipment	All equipment/ temperature monitoring device used in warehouse/ storage are clean, functional, with no missing parts and functional.						
12		Ceiling	Free from dust and cobweb						
13		Floors	1. Floors are clean, free from cracks, and open						
14			2. No unnecessary/personal things blocking the pathways						
15		Walls/Partitions/ Dividers	Walls & ceilings are clean, intact and have no leaks/ gaps/ cracks/ peel offs/ rust or flaking paints						
16	Safety and Security	1. Fire Extinguisher is present and working. Locking pin is intact and the tamper seal is unbroken. No damage, corrosion, leakage, or clogged nozzle.							
17		2. Emergency light is present and working.							
18		3. Exit points are not obstructed							
19		4. System in place to ensure restricted access to critical areas Security measures are in place							
20	Pest Control/Hygiene	1. Storage areas are pest- and pets-free and free from possible pest harborage							
21		2. Garbages are properly thrown in their designated trash bins							
22	Overall	Good housekeeping is observed at all times							
REMARKS:				CLEANED BY:					
				VERIFIED BY:					

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