

PROFESSIONAL EDITION · 2026 · WA WHS ALIGNED

Industrial Cleaning Checklist

70+ specific tasks aligned with WA WHS laws (effective 31 March 2022), Worksafe WA Codes of Practice, and operational coordination requirements. For Perth warehouses, factories, workshops, distribution centres, and manufacturing facilities.

DAILY · 24 tasks	90-150 min	Production · walkways · amenities · WHS
WEEKLY · 20 tasks	+90-180 min	Machinery surrounds · workshop · external
MONTHLY · 16 tasks	+3-4 hours	High-bay · plant · workshop deep
QUARTERLY · 10 tasks	6-10 hours	Restoration · pressure wash · audit

DAILY CLEANING · 24 TASKS

90-150 min for typical 1,500m² warehouse

Operational coordination with production schedules. Lock-out/tag-out aware. Spill kit ready. Industrial-grade equipment for industrial surfaces.

Production Floor & Machinery Surrounds · 6 tasks

- Walkway sweep around production lines — coordinated with shift breaks, debris cleared 18 min
- Oil and coolant spot-cleanup — fresh spills addressed, absorbent applied 12 min
- Machinery surrounds — accessible zones only — scrub or wipe within reach (no LOTO entry) 15 min
- Floor scrub in non-active zones — scrubber-drier on accessible areas 30 min
- Bin emptying — production floor — general/recyclables/contaminated streams segregated 10 min
- Conveyor edge and frame wipe — accessible external surfaces only, never with conveyor running 8 min

Safety Walkways & Fire Egress · 5 tasks

- Pedestrian walkway sweep — full length, slip/trip hazards identified 15 min
- Line marking visibility check — note any deteriorated marking for maintenance 5 min
- Fire egress path clear — verify nothing obstructing emergency exits 4 min
- Emergency equipment surrounds — extinguishers, eye-wash, spill kits accessible 6 min
- Forklift traffic crossings — visible cleanliness, no oil/coolant slick zones 5 min

Amenities — Bathrooms, Lunchrooms, Locker Rooms · 7 tasks

- Toilet bowls, seats, hinges — full disinfection of all surfaces 4 min/toilet
- Hand wash basins, taps, drains — descale, polish, disinfect 3 min/basin
- Mirrors, partitions, dispensers — clean and check stocking 4 min



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|--|-------|
| <input type="checkbox"/> Consumables restock — toilet paper, soap, paper towels, sanitary disposal | 3 min |
| <input type="checkbox"/> Lunchroom benches, tables, sink — degrease and disinfect | 8 min |
| <input type="checkbox"/> Microwave, fridge exterior, lunchroom bin — wipe, deodorise | 6 min |
| <input type="checkbox"/> Floor mop — amenities — full coverage with disinfectant | 8 min |

End-of-Shift Handover & WHS · 6 tasks

- | | |
|--|-------|
| <input type="checkbox"/> Spill kit check — verify present, intact, contents in date | 3 min |
| <input type="checkbox"/> Cleaning chemical storage — cabinets locked, MSDS accessible, decanted bottles labelled | 5 min |
| <input type="checkbox"/> Cleaner equipment service — scrubber-drier rinsed, mops laundered/replaced | 8 min |
| <input type="checkbox"/> Wet floor signage protocol — verify removed where dry, in place where wet | 3 min |
| <input type="checkbox"/> Site sign-off and shift log — written record, observations to operations | 5 min |
| <input type="checkbox"/> Site security and lighting handover — per site protocol with operations supervisor | 4 min |



WEEKLY CLEANING · 20 TASKS

+90-180 min on top of daily

Build-up zones daily cleaning doesn't reach — particularly machinery surrounds during shutdown windows. Schedule during agreed maintenance windows when machinery is locked out.

Production Floor Weekly · 5 tasks

- Machinery surrounds deep clean — with LOTO confirmed — full access, brushes, degreaser 25 min
- Conveyor frame full clean — during shutdown — degrease, debris removal 30 min
- Production floor full scrubber-drier pass — beyond daily, full coverage 45 min
- Drainage and floor grates — clear, flush, check for blockage 12 min
- Plant base and footings — accumulated debris, oil drips 18 min

Safety Walkways Weekly · 3 tasks

- Walkway scrubber-drier deep pass — beyond daily sweep 30 min
- Line marking restoration spot-treatment — paint touch-up where deteriorated 15 min
- Stair edges, handrails, vertical surfaces — full disinfection of touch zones 18 min

Workshop Weekly · 4 tasks

- Workshop floor degrease and scrub — beyond daily, full attention 35 min
- Workbench surfaces and sinks — degrease, disinfect, clear surface debris 20 min
- Tool storage areas — accumulated swarf, dust, organisation check 15 min
- Workshop lighting and ventilation grilles — accessible only, where reachable safely 12 min

Amenities Weekly · 4 tasks

- Bathroom tile walls and grout — discolouration spot-treatment 15 min
- Behind toilets, under sinks — areas missed in daily routine 10 min
- Locker room interior surfaces — disinfection of touch zones 18 min
- First aid station surrounds — clean and stock check 8 min

External Surrounds Weekly · 4 tasks

- Loading dock sweep and oil stain spot-treatment — fresh stains addressed 20 min
- External drainage check — clear leaves, debris, blockages 10 min
- Bin storage area wash — interior, deodorise, pest signs 15 min
- Fence line and perimeter litter — manual collection, hazard ID 18 min



MONTHLY CLEANING · 16 TASKS

+3-4 hours monthly

High-bay zones, plant equipment surrounds, and overhead structures that need working-at-heights protocols. Most WHS findings relate to dust accumulation in these zones.

High-Bay & Overhead · 4 tasks

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| <input type="checkbox"/> High-bay rack tops dust removal — using working-at-heights protocol or scissor lift | 90 min |
| <input type="checkbox"/> Overhead light fixtures — accessible only, dust accumulated on housing | 30 min |
| <input type="checkbox"/> Roof beams, rafters, accessible ducting — visible dust, with appropriate access | 60 min |
| <input type="checkbox"/> Sprinkler heads and fire systems — dust-free per fire compliance, visual check only | 15 min |

Plant & Equipment Surrounds · 4 tasks

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|---|--------|
| <input type="checkbox"/> Plant equipment base full clean — beyond weekly, all accessible surfaces | 60 min |
| <input type="checkbox"/> Switchgear and electrical cabinet exteriors — surface dust, never internal | 25 min |
| <input type="checkbox"/> Compressor surrounds, pump zones — accumulated debris, oil drips | 30 min |
| <input type="checkbox"/> Mezzanine surfaces and supports — accumulated dust, especially edges | 45 min |

Workshop Deep Maintenance · 4 tasks

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|---|---------|
| <input type="checkbox"/> Workshop floor full strip and reseal — where coating system permits | 120 min |
| <input type="checkbox"/> Workshop ventilation grilles — accessible cleaning | 25 min |
| <input type="checkbox"/> Tool board surfaces and storage interior — full clean and reorganise | 30 min |
| <input type="checkbox"/> Welding bay surrounds — accumulated metal dust, fume residue | 35 min |

Amenities & External Monthly · 4 tasks

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|--|--------|
| <input type="checkbox"/> Lunchroom appliance deep clean — fridge interior, microwave thorough | 25 min |
| <input type="checkbox"/> Bathroom extractor fans and ventilation — accumulated grease and dust | 15 min |
| <input type="checkbox"/> External signage clean — including statutory notices | 18 min |
| <input type="checkbox"/> Carpark line marking and surface check — where applicable, hazard ID | 20 min |



QUARTERLY DEEP CLEAN · 10 TASKS

6-10 hours per quarter

Floor restoration, pressure washing, and comprehensive WHS audit. Distinguishes well-maintained industrial sites from gradual decline.

Deep Restoration · 4 tasks

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|--|---------|
| <input type="checkbox"/> Production floor strip and re-seal — where coating permits, planned during shutdown | 240 min |
| <input type="checkbox"/> Carpark and external pressure wash — full surface, oil stain treatment | 120 min |
| <input type="checkbox"/> Loading dock pressure wash — including vertical surfaces | 90 min |
| <input type="checkbox"/> Roof gutters and external drainage — full clear (working at heights protocol) | 90 min |

Equipment Maintenance · 3 tasks

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|---|--------|
| <input type="checkbox"/> Industrial scrubber-drier service and deep clean — quarterly maintenance | 30 min |
| <input type="checkbox"/> All cleaning equipment audit and replacement — mop heads, brushes, consumables | 45 min |
| <input type="checkbox"/> Spill kit replenishment and contents check — all kits across site | 30 min |

Documentation & WHS Audit · 3 tasks

- | | |
|---|--------|
| <input type="checkbox"/> Quarterly inspection report — written, photographed, delivered to operations manager | 60 min |
| <input type="checkbox"/> WHS compliance review — chemical inventory, MSDS audit, PPE check | 45 min |
| <input type="checkbox"/> Forward-quarter recommendations — proactive maintenance advice | 25 min |

NEXT STEPS

Use This Checklist Effectively

Three ways Perth property managers use this checklist:

1. WHS compliance evidence

Use this checklist as documented evidence of cleaning protocols aligned with WA WHS laws and Worksafe WA Codes of Practice. Codes are admissible in court proceedings — having documented cleaning protocols matters for liability protection. Match your daily logs to the tasks listed for evidence-ready records.

2. Cleaning contractor tender scope

Engage industrial cleaning contractors against this specific checklist. Contractors quoting against documented scope quote consistently. Eliminates "we handle whatever is needed" ambiguity that causes most service disputes. Print and attach as Annex A to service agreements.

3. Operations coordination framework

For sites with internal cleaning staff or coordinated operations cleaning, this checklist defines the framework. Daily logs become straightforward — staff sign off the relevant section, operations manager files for compliance audit trail. Integrates with WHS systems.

Industrial cleaning that respects your operations.

WA WHS-compliant industrial cleaning · LOTO-aware · Working-at-heights certified · Spill kit ready · Free site walk-through · IICRC-Trained · ISO compliant

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Scan to revisit this checklist online

This industrial cleaning checklist aligns with the model WHS framework adopted in WA (effective 31 March 2022) and Worksafe WA Codes of Practice. Specific high-hazard operations (confined spaces, hot work, dangerous goods, mining environments) require additional protocols. Always verify your specific WHS requirements with Worksafe WA and qualified WHS advisors.