

Janitorial Closet Organization Checklist

Cleaning

| | | |
|----------------------------|---------------------|------------|
| DATE ____ / ____ / ____ | BUILDING / LOCATION | CHECKED BY |
|----------------------------|---------------------|------------|

CHEMICAL STORAGE

- All chemicals labelled OK Unlabelled found
- Secondary containers labelled OK Unlabelled
- Acids separated from alkalis OK Issue
- Bleach not stored near ammonia products OK Separated
- SDS binder present and current OK Missing/outdated
- Chemicals stored off floor on shelves OK On floor

SUPPLY INVENTORY

| | STOCKED | LOW | EMPTY | | STOCKED | LOW | EMPTY |
|---------------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|
| All-purpose cleaner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Paper towels | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Glass cleaner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Toilet paper | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Disinfectant | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Bin liners | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Toilet bowl cleaner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Gloves — disposable and rubber | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Floor cleaner / Degreaser | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Cleaning cloths / Microfibre | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

EQUIPMENT & CLOSET CONDITION

- Mop heads clean — replaced if worn OK Replace
- Mop bucket clean — no standing dirty water OK Clean
- Broom and dustpan in good condition OK Replace
- Spray bottles working — no clogged nozzles OK Fix
- Wet floor signs available OK Missing
- Closet floor clean and dry OK Dirty
- Closet light working OK Out
- Closet door locks OK Doesn't lock

SIGN-OFF

Items to reorder

Checked by signature

Notes

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