2024 WORKPLACE CLEANING CHECKLIST



GENERAL CLEANING SUPPLIES:

- All-Purpose Cleaner or Multi-Surface Disinfectant Spray
- Disinfecting Wipes
- 🗌 Glass Cleaner
- ☐ Microfiber Cleaning Cloths (Color-Coded for Different Purposes)
- Broom and Dustpan
- Mop and Bucket
- Vacuum Cleaner
- Wet Floor Signs
- Trash Bags (Various Sizes)
- Trash Cans with Liners
- 🗌 Hand Sanitizer (Gel or Foam)

RESTROOM CLEANING SUPPLIES:

- Toilet Bowl Cleaner
- Toilet Bowl Brush and Holder
- Urinal Cleaner and Urinal Screens
- □ Hand Soap Dispensers (with Refill Soap)
- Paper Towel Dispensers (with Refill Paper Towels)
- Air Freshener or Deodorizer
- 🗌 Restroom Disinfectant Cleaner
- Toilet Seat Covers

KITCHEN OR BREAKROOM SUPPLIES:

- 🗌 Dish Soap
- Dishwashing Sponges or Scrubbers
- Dish Drying Rack or Towel
- □ Refrigerator Cleaning Supplies
- Microwave Cleaner
- Trash Cans with Lids
- Recycling Bins
- □ Hand Drying Options (Paper Towels or Air Dryers)



ADDITIONAL CLEANING SUPPLIES:

- Dusting Tools (Feather or Microfiber Dusters)
- □ Floor Cleaning Solutions (For Applicable Floor Types)
- Carpet Cleaner (If Applicable)
- Stainless Steel Cleaner (for Appliances or Fixtures)
- Air Purifier or Air Filter System (for Air Quality Maintenance)
- Extension Cords and Power Strips for Equipment
- 🗌 First Aid Kit
- Safety Equipment (Gloves, Goggles, Aprons)

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Face Masks
- Disposable Gloves
- Safety Goggles or Face Shields
- Hand Sanitizing Stations

OPTIONAL SUPPLIES:

- Green or Eco-Friendly Cleaning Products
- Odor-Neutralizing Sprays or Devices
- 🗌 Graffiti and Stain Removers
- □ Stain Removers for Fabrics or Carpets
- Air Quality Testing Equipment

EQUIPMENT:

- □ Vacuum Cleaner with HEPA Filter (for Improved Air Quality)
- Commercial-Grade Floor Buffer (for Large Spaces)
- Carpet Cleaner or Extractor (if Applicable)
- High-Pressure Washers (for Outdoor Areas)
- Step-Ladder or Step-Stool
- Window Cleaning Equipment (Squeegees, Extension Poles)
- Trash Compactors (for Large Quantities of Waste)
- Wet and Dry Vacuum Cleaner (for Spills and Emergencies)



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This checklist covers a wide range of cleaning supplies and equipment commonly needed in workplaces. Make sure to regularly check and restock these items to maintain at: <u>www.shopatwarehousedirect.com</u>