

Warehouse Cleaning Inspection

25 Jul 2023 / Roderick Carita

Complete

Score	48 / 51 (94.12%)	Flagged items	3	Actions	1
Site conducted					Unanswered
Audit Number					24000234
Prepared by					Roderick Carita
Department					Receiving
Conducted on					25.07.2023 10:32 PST
Auditor					Mirko Margo
Reviewer					Suchart Beatrice
Auditees					Roméo Oddr, Marie Melitta

Flagged items & Actions

3 flagged, 1 action

Flagged items

3 flagged, 1 action

Inspection / Inwards Area

Is the recycle skip taken outside when full?

No

It usually is but this week it hasn't been taken out when full. Investigate.

To Do | Priority Low | Due 01.08.2023 10:36 PST | Created by SafetyCulture Staff

Investigate why recycle skips are not emptied immediately.

Inspection / Inwards Area

Is the floor swept and clean?

No

It is usually only cleaned when there are slips.

Inspection / Aisles

Are aisles clean of cartons and plastic, unless it is to secure a pallet?

No



Photo 1

Other actions

0 actions

Inspection

3 flagged, 1 action, 48 / 51 (94.12%)

Inwards Area

2 flagged, 1 action, 4 / 6 (66.67%)

Inward Goods Teamleader; Inwards Goods Team

Are all Computers and keyboards clean?

Yes

Is the recycle skip taken outside when full?

No

It usually is but this week it hasn't been taken out when full. Investigate.

To Do | Priority Low | Due 01.08.2023 10:36 PST | Created by SafetyCulture Staff

Investigate why recycle skips are not emptied immediately.

Are empty pallets neatly stacked?

Yes

Is the floor swept and clean?

No

It is usually only cleaned when there are slips.

Are the contents of Biosecurity Bin, OK?

Yes

Is there still space in the wheely bins?

Yes

Aisles

1 flagged, 1 / 2 (50%)

Inward Goods Teamleader

Are the aisles clean and rubbish free?

Yes

Are aisles clean of cartons and plastic, unless it is to secure a pallet?

No



Photo 1

Are aisles free from any overhanging pallets as this can be dangerous?

N/A

Dispatch

6 / 6 (100%)

Dispatch Teamleader

Are all surfaces dust-free?

Yes

Are the computers and keyboards clean?	Yes
Are the printers clean?	Yes
Are all empty pallets stacked?	Yes
Are the floors swept and clean?	Yes
Are all unused cartons, tape guns and trolleys tidy and put away in the designated area?	Yes

Aisles

Dispatch Teamleader - See Warehouse cleaning register

All picking staff are to clean as they pick, as this minimises the amount of time spent on housekeeping.

All aisles need to be swept, and all damaged products reported to the supervisor or inventory controller.

When not picking, staff should walk around picking up empty cartons in pick locations in their designated area to clean. (as per guide)

Yard

6 / 6 (100%)

Assistant Site Manager - ADC

Is the cleaning roster up to date?	Yes
Is the yard clear of pallets and rubbish?	Yes
Are all bins placed back in their original locations?	Yes
Are cages and pallet jacks put away neatly, as weather conditions can cause these to move around?	Yes
Are all areas around taps and exit doors clear of products or equipment?	Yes
Are pallets stacked neatly and securely to prevent them from falling?	Yes

Contractors

3 / 3 (100%)

Site Manager - USLD

Are all contractors on site wearing the correct PPE?	Yes
Is the contractor's visitor book signed and up to date?	Yes

Are all contractors keeping their work areas clean?	Yes
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Canteen

5 / 5 (100%)

Warehouse Staff

Are all dirty dishes in the dishwasher?	N/A
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No dishwasher currently. All are to handwash.

Are all leftover food placed in the bin and not in the sink to prevent the drain from blocking.	Yes
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Are all tables clear and wiped down with a disinfectant?	Yes
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Are food stored in the fridge enclosed or sealed in airtight containers to avoid food going off?	Yes
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Are chairs neatly pushed in and not lying in the middle of the floor?	Yes
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Are the Microwaves, ovens, and fridges kept clean of spills to avoid bad smells?	Yes
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Warehouse Toilets, Canteen, and Offices

3 / 3 (100%)

Site Manager - USLD

Is the cleaning register filled in and current?	Yes
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Was the area cleaned as per the contract agreement?	Yes
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All areas are to be vacuumed, swept, and dusted?	Yes
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Cold Chain Fridges

16 / 16 (100%)

Site Manager - USLD

Are the fridges cleaned every quarter?	Yes
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Are cleaning equipment neatly stored in the cleaning cupboard? (Ensure all equipment is clean on completion of the task.)	Yes
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Are the cleaning equipment and bleach stores in designated areas?	Yes
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Are the containers for cleaning equipment and bleach clearly marked with relevant Safety information?	Yes
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NOTE - Equipment consists of:

- bucket and mop
- cleaning cloths
- cleaning bucket
- brush and dustpan
- gloves
- bleach

Any additional comments regarding equipment?

Gloves need to be washed more often

Are all internal and external surfaces wiped/cleaned to remove or prevent mould growth.	Yes
Are all internal corners of the fridge cleaned?	Yes
Are all trays removed and cleaned?	Yes
Are the products replaced on completion? (All products should be kept away from the fridge walls as this prevent air circulation.)	Yes
Is the Cleaning Register filled in by the person cleaning the fridge? Indicate the date, name and any comments or actions that are required. Any issues or required actions to be raised with the Site Manager.	Yes
Is the Register on the side of the fridge?	Yes

MHE Sweeper

4 / 4 (100%)

Warehouse Staff

Does the designated operator use an electric ride-on sweeper to clean the floor daily from dust/light debris?	Yes
Is the operator trained to use the electric ride-on sweeper properly?	Yes
Are the training details current?	Yes
Is the Sweeper bin emptied once per week to ensure that the sweeper is operating at an optimum level?	Yes

Conclusion

Any additional comments

Investigate why recycle skips are not being emptied on time and why gloves are not being washed regularly.

Media summary



Photo 1