SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

5S Daily Housekeeping Standards Checklist

Regulation: 29 CFR 1910.22(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Sort: anything not needed here goes to the red-tag area	
☐	Set in order: every tool and cart returns to its marked home	
☐	Shine: sweep your zone and clean spills the moment you see one	
☐	Clear the floor: no pallets, film, or dunnage in aisles or at exits	
☐	Stage work squared to the floor marks, nothing overhanging	
☐	Empty full waste bins and break cartons down before you leave	
☐	Walk the zone with your lead and log anything left open	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Walking-working surfaces, passageways, and storerooms are kept clean, orderly, and sanitary on every shift **29 CFR 1910.22(a)**	
☐	Floors are free of spills, protruding objects, and other tripping hazards, and spills are cleaned up when found **29 CFR 1910.22(a)**	
☐	Zones are inspected on a defined cadence and hazardous conditions are corrected before work continues in the area **29 CFR 1910.22(d)**	
☐	Storage areas are free of material accumulations that create tripping, fire, explosion, or pest harborage hazards **29 CFR 1910.176(c)**	
☐	Staged and stored material is stacked, blocked, or interlocked so it is stable and secure against sliding or collapse, and stays within the marked maximum stack height **29 CFR 1910.176(b)**	
☐	Staged and stored material is squared to the floor markings for its zone so nothing encroaches on an aisle or a travel path	
☐	Work areas are kept clean and floors kept dry so far as possible **29 CFR 1910.141(a)(3)**	

☐	Every zone has a named owner, a posted standard, and a completed end-of-shift reset record	
☐	Red-tagged items are logged, dispositioned by the zone owner, and cleared within the holding period	
☐	Weekly 5S audit findings are assigned with due dates and repeat findings are escalated	

WARNINGS

Never block an exit, extinguisher, eyewash, or electrical panel, not even briefly

Report damaged rack, leaks, and damaged floor instead of working around them

Do not red-tag damaged product or anything with a hazard label into general trash

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE