SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# Warehouse Sanitation and Pest Control Checklist

**Regulation: 29 CFR 1910.141(a)(3)**

| 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 |
|---|---|---|
| ☐ | Clean spills and dropped food the moment they happen | |
| ☐ | Use covered bins for food waste and never leave one overflowing | |
| ☐ | Take all food waste out of the building every day | |
| ☐ | Eat and drink only in the breakroom, never on the floor or in restrooms | |
| ☐ | Keep dock doors closed when not in active use, report bad door sweeps | |
| ☐ | See a pest, droppings, or gnaw marks? Log it this shift and tell your lead | |
| ☐ | Quarantine any product showing pest contact, never restock it | |
| ☐ | Report leaks, standing water, and empty soap or towel dispensers now | |

## 2. Compliance checks

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

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | Work areas are kept clean to the extent the work allows and floors are kept clean and dry so far as possible **29 CFR 1910.141(a)(3)** | |
| ☐ | Waste receptacles do not leak, can be cleaned, have tight-fitting covers where needed, and are emptied often enough to avoid a health menace **29 CFR 1910.141(a)(4)** | |
| ☐ | The building is maintained to prevent rodent, insect, and vermin entrance and harborage so far as reasonably practicable **29 CFR 1910.141(a)(5)** | |
| ☐ | A continuing and effective extermination program is in place wherever pest presence is detected, with service records on file **29 CFR 1910.141(a)(5)** | |
| ☐ | Toilet facilities are provided in the numbers set by Table J-1 for the employee count, in rooms separate for each sex, except where a room is occupied by no more than one person at a time and can be locked from the inside **29 CFR 1910.141(c)** | |
| ☐ | Toilet rooms and eating areas are kept clean, and facility policy repairs any fixture that is out of service or leaking before the next shift **29 CFR 1910.141(a)(3)** | |

| | | |
|---|---|---|
| ☐ | Washing facilities are sanitary and every lavatory supplies hot and cold running water, or tepid running water, plus soap or other cleansing agent and a means of drying hands **29 CFR 1910.141(d)** | |
| ☐ | Food and beverages are consumed only in designated areas, never in toilet rooms or areas exposed to toxic materials, and waste food receptacles are of smooth, corrosion-resistant, easily cleanable, or disposable construction, covered, and emptied not less than once each working day unless unused **29 CFR 1910.141(g)** | |
| ☐ | Storage areas are free of accumulations that create pest harborage, and exterior vegetation is controlled **29 CFR 1910.176(c)** | |
| ☐ | Employees using cleaning chemicals are trained and safety data sheets are accessible **29 CFR 1910.1200(h)** | |
| ☐ | Only a licensed applicator applies pesticides, bait, or rodenticide, and no employee-supplied product is in use | |
| ☐ | The pest sighting log is current, reviewed before each vendor visit, and sightings are closed out | |

**WARNINGS**

Never place your own bait, traps, or pesticide: licensed applicators only

Never move, block, or throw away a vendor bait station or monitor

Never store personal food in lockers, racking, or on a lift truck

Never mix cleaning chemicals: use each one per its label and SDS

**SUPERVISOR REVIEW**

| REVIEWED BY (SUPERVISOR) | SIGNATURE | DATE |
|---|---|---|
| | | |