Cleaning equipment maintenance checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Weekly check

At the end of the week

TASK	TIME	INITIALS
Vacuums and machines		
☐ Empty or replace vacuum bags and clean the filters		
☐ Check hoses, brushes and wheels for blockages and wear		
☐ Clean scrubber tanks, pads and squeegees		
Electrical safety		
☐ Check every lead and plug for cuts, exposed wire or damage Tag out and remove anything damaged.		
☐ Check electrical test tags are in date		
Mops, cloths and trolleys		
☐ Wash mop heads and microfibre cloths, and replace worn ones		
☐ Check colour-coded sets are complete for each site		
☐ Clean and check trolleys and buckets		
Chemicals		
☐ Check chemical stock and order what is low		
☐ Check every bottle is labelled and its safety data sheet is on file		
☐ Check dilution dispensers are working		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____