

Janitorial Shift Checklist

A written shift list and a signed log, so nothing is left to memory and issues are tracked for the facility manager.

Step-by-step shift checklist

Follow this list for a complete janitorial shift.

- ☐ Step 1. Inspect facility entrances and mop the entry foyer flooring: maintain entrance presentation and catch spills early.
- ☐ Step 2. Empty the centralized waste and recycling bins across the workstation wings: prevent waste accumulation and odours overnight.
- ☐ Step 3. Deep sanitize the washroom fixtures and restock paper products: ensure clean washroom amenities for the next day.
- ☐ Step 4. Auto-scrub the high-traffic tile corridors and HEPA vacuum the carpet paths: protect commercial flooring and indoor air quality.
- ☐ Step 5. Lock the exterior facility doors and secure the building alarm system: safeguard property security at the end of the shift.

Morning shift log

Morning shifts focus on preparing the building for people. Sign off each line when it is done.

TASK	DATE	TIME	INITIALS
Read the handover note from the evening shift.			
Empty the waste bins.			
Check and stock the washrooms.			
Spot-clean the floors.			
Remove spills from the night before.			

Evening shift log

Evening shifts are the deep-cleaning shift, with the building empty. Sign off each line when it is done.

TASK	DATE	TIME	INITIALS
Run the floor scrubbers.			
Do a thorough vacuum of the carpeted areas.			
Deep-clean the washrooms.			
Complete the heavier tasks that would be disruptive during business hours.			
Write the handover note, so a spill spotted in the evening gets cleaned in the morning.			
Lock the doors and arm the alarm.			

Building caretaker notes

A great janitor notices the building itself and reports small problems before they become expensive ones.

- ☐ Watch for leaking faucets, squeaky doors, burnt-out lights and stained carpets, and log them for the facility manager.
- ☐ Check that paper products, soap and cleaning chemicals are not running low, and request restock before the building runs out.
- ☐ Report anything unusual in a daily log.

Equipment and chemical safety

Using equipment and chemicals safely is a core responsibility of the job.

- ☐ Auto-scrubbers, backpack vacuums, floor buffers and pressure washers all require training, because each has its own safe operating procedures.
- ☐ Disinfectants, degreasers and floor care products need correct dilution, proper labelling and safe storage.
- ☐ Under WHMIS 2015, every product carries a hazard label and a Safety Data Sheet: know how to read both and how to respond if something goes wrong.
- ☐ Use colour-coded cloths to keep washroom cleaning separate from desk cleaning and stop cross-contamination.
- ☐ Keep the cart stocked with the right mop heads, cloths, concentrates and paper products, so the shift goes to cleaning rather than hunting for supplies.

Commercial cleaning is quoted per building after a walkthrough of the areas, frequency and access, never as a flat rate.

What a janitor does not do

Being clear about boundaries protects everyone. The janitorial contract should be clear about where the line is.

- ☐ A janitor is not a maintenance technician: repairing HVAC systems, fixing plumbing and electrical work are not part of the role.

- ☐ Moving furniture, major renovations and hazardous waste removal are outside the standard janitorial scope.

- ☐ These tasks should be handled by the right trade or service, or by the building's maintenance team.