



SELF-STORAGE Daily Task Checklist

In addition to conducting big-picture safety maintenance, it's important to conduct daily tasks to keep your facility looking professional and well-maintained.

☐ Clean dumpster area.



☐ Pick up trash and debris around premises.



☐ Sweep floors/vacuum carpets.



☐ Clean common areas with disinfectant.



☐ Replace any fading or extinguished light bulbs.



☐ Remove any unsightly weeds outside your facility.



☐ Ensure that golf cart is clean and operational.



☐ Make sure hand carts are clean and in their appropriate place.



☐ Check exit doors for working signage and proper function.



☐ Ensure that security gates are working correctly.

