

## Manufacturing plant cleaning: what we clean

Tour the plant with this sheet and tick each zone and room on the visit plan.

Plant \_\_\_\_\_ Address \_\_\_\_\_

Walked by \_\_\_\_\_ Date \_\_\_\_\_

### Production floor

- ☐ Aisles, staging areas and paths between work cells swept and machine scrubbed
- ☐ Metal fines, sawdust, packaging scraps and oily film lifted
- ☐ Grime kept off painted safety lines and floor markings
- ☐ Listed equipment zones degreased once operators clear them
- ☐ Guard rails and nearby work tables wiped
- ☐ Scrap bins emptied into the containers you designate

### Food and beverage lines

- ☐ Lines and product-contact surfaces sanitized in your window
- ☐ Conveyors, filler and packing tables, prep counters and utensil racks
- ☐ Your chemicals, concentrations and step order followed
- ☐ Hairnets, smocks and boots worn as your floor requires
- ☐ Your brush and cloth color coding followed
- ☐ Each step recorded on the plant's own log

### Locker rooms, restrooms and lunchroom

- ☐ Locker room benches and locker fronts wiped
- ☐ Shower stalls scrubbed, floors cleaned and dried
- ☐ Toilets, urinals, sinks and partitions cleaned and disinfected
- ☐ Paper, hand soap and liner dispensers filled before the next shift
- ☐ Lunchroom tables, chairs, microwave interiors and fridge handles cleaned
- ☐ Coffee stations and vending fronts wiped, trash and recycling out
- ☐ Between-shift reset of these rooms, if booked

### Offices, QA rooms and lobby

- ☐ Reception counter, lobby glass and visitor restrooms cleaned
- ☐ Conference tables wiped
- ☐ Hallway from the lobby to production kept to the same standard
- ☐ Engineering, shipping and inspection room desks and counters wiped
- ☐ Inspection benches, gauges and paperwork left where staff put them

## Longer-cycle and shutdown work

- ☐ Heavier scrub of production concrete for oil and tire marks
- ☐ Vinyl tile in lunchroom, offices and corridors on a strip-and-refinish rotation
- ☐ Lobby stone or terrazzo cleaned and polished
- ☐ Dock aprons, sidewalks and entry walk pressure washed
- ☐ Shutdown: high ledges, beams and light fixtures dusted
- ☐ Shutdown: walls behind equipment washed, covered floor sections scrubbed

## Plant rules

- ☐ Check-in done the way your site requires
- ☐ Closed zones left alone, machine controls untouched
- ☐ Proof of insurance in your vendor file before the first night

## Notes

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