Manufacturing plant: what we clean

Walk the plant with your supervisor and tick each area the plan fits between runs.

Plant _____ **Address** _____

Walked by _____ **Date** _____

Production floor and assembly

- ☐ Aisles and travel lanes swept and machine-scrubbed
- ☐ Concrete by equipment bases, benches and racking cleaned by hand
- ☐ Film lifted so painted walkway lines stay visible
- ☐ Spill-prone spots by presses, mixers and fill stations
- ☐ Equipment exteriors, guarding and panels once locked out
- ☐ Assembly benches cleared and wiped at shift end
- ☐ Parts and work in progress left where operators set them

Food and beverage lines

- ☐ Food-contact surfaces sanitized to your master schedule
- ☐ Dry pickup, then wash, rinse and sanitize, in that order
- ☐ Color-coded tools kept to their own areas
- ☐ Only the products and concentrations your quality team approves
- ☐ Every task logged on your forms
- ☐ Packaging, ingredient storage and wash bays squeegeed to drains
- ☐ Drain covers lifted and cleaned as planned

Locker rooms, restrooms and break areas

- ☐ Benches and locker fronts wiped
- ☐ Showers and floors scrubbed
- ☐ Restrooms restocked and finished just before shift change
- ☐ Break tables, chairs and vending fronts
- ☐ Microwaves and refrigerator handles
- ☐ Day porter rounds through long shifts

Quality lab, offices and tour route

- ☐ Lab benches wiped once samples are put away
- ☐ Desks dusted, screens and phones wiped
- ☐ Floors vacuumed or mopped, bins emptied
- ☐ Extra pass on lobby, restrooms and tour route before a visit or audit

Shutdown work

- [ ] High ledges, light fixtures, pipe runs and panel tops
- [ ] Concrete production floors deep-scrubbed
- [ ] Vinyl tile in offices, labs and break rooms stripped and refinished
- [ ] Restroom deep cleaning for grout, partitions and vents

Notes