

Manufacturing plant: what we clean, floor to front office

Walk the plant with your operations manager and tick each area and its shift window.

Plant _____ Address _____

Walked by _____ Date _____

Production floor

- ☐ Marked walkways and aisles swept and mopped
- ☐ Debris along walls and around workstations
- ☐ Bins and scrap carts your team designates
- ☐ Rails, ledges and machine guards within reach
- ☐ Wet rooms squeegeed to the drains
- ☐ Drain grates cleared

Line and equipment work, if added

- ☐ Steps taken from your written sanitation procedure
- ☐ Only the chemicals and contact times your plan names
- ☐ Equipment started only after your team releases it
- ☐ Your lockout and tagout rules followed
- ☐ Sign-off steps completed

Locker rooms, breakrooms and restrooms

- ☐ Showers, benches and locker fronts
- ☐ Restroom fixtures and floors scrubbed
- ☐ Breakroom tables, counters and sinks
- ☐ Appliance handles and vending fronts
- ☐ Time clocks and push plates
- ☐ Mezzanine stair rails
- ☐ Reset between first and second shift
- ☐ Paper, soap, liners and dispensers topped up

Front offices and visitor route

- ☐ Reception and lobby
- ☐ Sales, engineering and quality offices
- ☐ Conference room
- ☐ Cleared desks wiped and carpets vacuumed
- ☐ Visitor restroom and corridor to the floor

Floors, dock and shutdown work

- ☐ Production aisles auto-scrubbed on a schedule
- ☐ Office and break-area VCT stripped and refinished
- ☐ Dock plates, receiving lanes and the dock door strip swept
- ☐ Dock apron washed with water kept from storm drains
- ☐ High dusting of reachable beams, ledges and fixtures
- ☐ Top-to-bottom locker room and breakroom clean at shutdown

Notes
