

# Facility-Wide Deep Cleaning Routines

# SUMMARY:

The following outlines the plan for deep cleaning the facility every day. The goals of this plan is to deep clean the entire facility at least once per day. The summary of the strategy is:

HOME/DEPARTMENT AREAS: All production areas clean their areas at the end of every shift, ensuring a clean facility for the next shift.

- Operator workstations
- Frequently touched areas in own work zone.
- Lift trucks
- Doors / Overhead doors / Dock controls / Light Switches / Time Clocks, etc.

<u>COMMON AREAS:</u> Some departments will take additional responsibility for common areas, often located near their teams. See "Areas of Additional Responsibility" below for these details.

## TIMING:

**Restrooms / Lunchrooms** – will be closed for ½ hour, begin cleaning at times listed below

- North & South 2pm
- Middle & Shipping 3:45pm

## Deep Cleaning of Areas

Before end of Shift

Touch-Up Cleaning of High Touch Areas before meals and shift changes

Before Lunch & Dinner Breaks

## **Cleaning Solution**

- Cleaning Solution This is a dilute solution of 5% Bleach in water (approx. 6 oz to 1 gallon). The SDS may be found in the SDS database.
- Required PPE:
  - Hand Sprayers: Safety Glasses with Side Shields
  - Pump Sprayers: Faceshield plus Safety Glasses
  - Gloves regardless of application method.
- NOTES:
  - This is bleach please note that it will stain your clothing.
  - Please RETURN empty cleaning bottles to Bucket outside Maint. Mgr office
  - Take the minimum bottles for what you need to ensure stock for others.

# CLEANING GUIDE: GENERAL AREAS:

## Entrance and Office Doors

- Knobs & handles
- Panic bars
- Common touch surfaces on door

Handrails - Spray down rag liberally, wipe down common railing

Outside Handrails – Spray on railing and allow to dry

Light switches - Wipe with rag, do not spray

Time Clocks - Wipe with rag, do not spray

Lift Trucks – Wipe keyboards and mist frequently touched surfaces Overhead Door & Dock Controls – Wipe control / button surfaces

Offices

**Doors & Door Frames** – Wipe down frequently touched areas.

Steel boarders on Cubicle furniture – Wipe down

Items inside cubicles / offices – DO NOT TOUCH

# <u>Bathrooms</u>

Door handles and push surface on door - Spray and wipe

Faucets - Spray and leave on faucets

Stall handles – Spray and wipe

Toilet Seats – Spray and allow to dry

## Break Rooms

## Tables

Spray rag and table, leave slight film on table to dry

Vending

- Handles on vending cabinets
- DO NOT wipe screen or thumbprint readers.
- Leave breakroom doors propped open

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# **AREAS OF RESPONSIBILITY:**

Some departments will take additional responsibility for common areas, often located near their teams. The list below details these additional areas of responsibility. This list includes only the additional areas. Therefore, for groups both included and not included on this list, the assumption is that they are already cleaning within their areas as noted above.

#### Metal Shop / Weld / Wire Fab / Sound Mod Fab

- South Restrooms (Lunchroom by R&D/DE)
- Metal Shop and Weld Break Table
- Door 6

## Purchasing / Planning

North Lunchroom / Restrooms

## Athletics/Banners/Doors/Corrugation

North Employee Entrance

## Shipping

- Shipping Entrance
- Shipping Bathrooms and Breakroom
- Entrance Door 26
- All North Offices

# Receiving / Quality Team

- Receiving Entrance
- FWS Break Table
- Chair Assy Break Table

## <u>Staging</u>

Sales Services Offices

# Powder Paint

- Door 15
- Powder Paint Door (9?)
- Mini Bathroom
- Paint Break Table

# HR/ Admin Services

Main Office Upper/Lower and Showroom

# Manufacturing Engineers

- Middle Lunchroom / Bathrooms
- East Employee Entrance & Time Clock
- 95 Building Doors and Rails
- Product Training Room
- AE SoundLok (if occupied)

# <u>R&D / DE</u>

- South Employee Entrance
- South Lunch Room

