

## 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.

**COMMON AREAS:** 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**

#### Bathrooms

**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

