**Manufacturing Cleaning Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name**: | | | **Date**: | | | | |
| **General Facility** | | | | | | | |
| Empty large garbage bins and replace the liners. | | | | | |  | |
| Clear off and disinfect work surfaces. | | | | | |  | |
| Sweep and/or vacuum the floors. | | | | | |  | |
| Mop the tile floors. | | | | | |  | |
| Dust the shelves and bins where tools and other materials are stored. | | | | | |  | |
| Empty recycling bins. | | | | | |  | |
| **Offices** | | | | | | | |
| Clear work surfaces of trash and put away any tools left out. | | | | | |  | |
| Wipe off and disinfect the tables and desks. | | | | | |  | |
| Dust the computer monitors, keyboards, and other equipment. | | | | | |  | |
| Organize and dust the shelves in the supply closet. | | | | | |  | |
| Empty small garbage bins at each workstation and replace the liners. | | | | | |  | |
| Dust off any overhead ceiling fans and light fixtures. | | | | | |  | |
| Vacuum and sweep the floors. | | | | | |  | |
| **Restrooms** | | | | | | | |
| Wipe off all the mirrors in the room. | | | | | |  | |
| Wipe off and sanitize the counters, sinks, and faucets. | | | | | |  | |
| Restock paper towels, toilet paper, and soap dispensers. | | | | | |  | |
| Scrub and disinfect the toilet bowls. | | | | | |  | |
| Wipe off and disinfect the door panels, handles, and walls. | | | | | |  | |
| Pick up any toilet paper, paper towels, and other debris off the floor. | | | | | |  | |
| Empty the garbage bins and replace the liners. | | | | | |  | |
| Sweep and mop the floors. | | | | | |  | |
| **Process Workstations** | | | | | | | |
| Put away any tools or materials that have been left out. | | | | | | |  |
| Throw away any garbage left on the workstation or the floor surrounding it. | | | | | | |  |
| Disinfect handles, computer monitors, keyboards, stationary tools, or any other shared equipment. | | | | | | |  |
| Wipe off and disinfect desks and tables. | | | | | | |  |
| Empty the workstation garbage cans and replace the liners. | | | | | | |  |
| Sweep the work area and make sure the cleaning supplies are stocked for workers to use. | | | | | | |  |
| **Process Equipment** | | | | | | | |
| **For taking apart and cleaning process equipment:** | | | | | | | |
| Wipe away or brush off loose debris and dirt (NOTE: Skip this step if the equipment is covered in a material that’s not designed to be washed away with soap and water.) | | | | | |  | |
| Take apart the equipment into its various components and rinse them lightly with water. | | | | | |  | |
| Apply soap or disinfectant to the components and soak them (only if necessary). | | | | | |  | |
| Scrub away tough dirt and grime off the equipment components. | | | | | |  | |
| Rinse the cleaning solution from each component and wick away excess water. | | | | | |  | |
| **For cleaning stationary process equipment:** | | | | | | | |
| Wipe away or brush off loose debris and dirt (NOTE: Skip this step if the equipment is covered in a material that’s not designed to be washed away with soap and water.) | | | | | |  | |
| Use a damp sponge or scrub brush to clean hard-to-reach areas. | | | | | |  | |
| Remove excess water and make sure the equipment is dry. | | | | | |  | |
| **Equipment to Clean [Fill in the process equipment you need to clean regularly in the sections below]** | | | | | | | |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |