**Manufacturing Cleaning Checklist**

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| **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]** |
|  | [ ]  |  | [ ]  |  | [ ]  |
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