



## Semi-Annual Clean-up Form

Semi-Annual cleaning will be done using compressed air to remove salt and then cleaned using warm water, dawn and Isopropyl alcohol. After cleaning is complete turn form into supervisor. Semi-Annual is referring to once within first 6 months of a calendar year and again within the last 6 months of the same calendar year.

**Items to be moved before cleaning:** (check each box after completion)

- Remove all raw materials:
  - ☐ Boxes
  - ☐ Pouches
  - ☐ Finished good pallets
- Equipment to be moved before cleaning:
  - ☐ Taper
  - ☐ Sealer
  - ☐ Production tables

**Cleaning:** (check each box after completion)

- ☐ Ceiling sprayed down
- ☐ Walls sprayed down
- ☐ Hopper # 1 blown out with compressed air
- ☐ Hopper # 1 cleaned with Isopropyl alcohol
- ☐ Hopper # 2 blown out with compressed air
- ☐ Hopper # 2 cleaned with Isopropyl alcohol
- ☐ Hopper # 3 blown out with compressed air
- ☐ Hopper # 3 cleaned with Isopropyl alcohol
- ☐ Hopper # 4 blown out with compressed air
- ☐ Hopper # 4 cleaned with Isopropyl alcohol
- ☐ Hopper # 5 blown out with compressed air
- ☐ Hopper # 5 cleaned with Isopropyl alcohol

**All hoppers must remain covered during the wall and ceiling cleaning. Hopper covers will be removed and cleaned as each hopper is cleaned.**

**Items to be replaced after cleaning:** (check each box after completion)

- Replace all raw materials:
  - ☐ Boxes
  - ☐ Pouches
  - ☐ Finished good pallets
- Equipment to be replaced after cleaning:
  - ☐ Taper
  - ☐ Sealer
  - ☐ Production tables

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

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