
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Quarterly Cleaning Schedule</b>	Number: <b>R12-PR-100-011</b>	
	Owner: <b>Monte Plott</b>	Revision: <b>0</b>	
	Effective Date: <b>08/24/12</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

- 1.1 The purpose of this procedure is to ensure the Repackaging facility is cleaned on a regular routine.

## 2.0 Scope

- 2.1 The cleaning should be done on a quarterly basis. The procedure applies at each production line, all hoppers, all filling stations, production floor and the ceiling.

## 3.0 Responsibility

- 3.1 Shift Supervisor

## 4.0 Safety Considerations



- 4.1 Steel toe shoes, safety glasses, hair net, and standard safety attire for the area. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- 5.1 Broom
- 5.2 Shovel
- 5.3 Air Hose
- 5.4 Dust Mask
- 5.5 Air Line Hose
- 5.6 Pressure Washer
- 5.7 Steam Cleaner

## 6.0 Procedure

- 6.1 The following areas shall be thoroughly cleaned quarterly. Quarterly cleaning will be done using compressed air to remove salt and then cleaned using warm water only.
- 6.1.1 Salt hopper: The salt hoppers shall be emptied and cleaned using compressed air and warm water
  - 6.1.2 Floor: The floor will be pressure washed with water only for cleaning.
  - 6.1.3 Filling stations: The filling stations or each manual, automatic, and carton machined shall be cleaned with steam cleaner only.

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- 6.1.4 Sealers: The sealing machines of each manual line shall be cleaned using steam cleaner only
- 6.1.5 Tapers: The tapers for each machine shall be cleaned using steam only.
- 6.1.6 Ceiling: The complete ceiling shall be blown with compressed air to remove any salt build up. Salt hoppers need to be covered prior to blowing down the ceiling. Sealers, tapers, and production tables need to be removed from the production room prior to blowing down the ceiling.

## 7.0 Reference Documents

7.1 *Cleaning checklist* R12-FM-100-007

## 8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	08/24/12	MP	New Document