
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Quarterly Clean-up for Repackaging	Number: R14-PR-100-F034	
	Owner: Monte Plott	Revision: 0	
	Effective Date: 6/2/2014	Page: 1 of 1	

Quarterly Clean-up Form

Quarterly 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.

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

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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