



## Bi-Weekly Floor Cleaning Form

Check one of the following boxes below to indicate lines that will be cleaned. Lead operator will verify that the indicated lines have been cleaned and ready to be placed back into production. After cleaning is complete turn form into supervisor.

☐ M1&2   ☐ A2&A4   ☐ A1&A3   ☐ CM1&CM2   ☐ A5&A6

### Equipment needed:

- Power washer
- Brooms
- Squeegee

### 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
  - ☐ Conveyer
  - ☐ Conveyer belts

### Cleaning:

- Sweep floor of as much debris as possible
- Use power washer to clean floor, starting at area farthest from drain and work towards drain
- Take squeegee and remove remainder of water from floor, working towards drain.

### 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
  - ☐ Conveyer
  - ☐ Conveyer belts

Operator signature: \_\_\_\_\_

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

Supervisors Signature: \_\_\_\_\_

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

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