
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Quarterly Clean-up for Repackaging</b>	Number: <b>R14-PR-100-F034</b>	
	Owner: <b>Monte Plott</b>	Revision: <b>1</b>	
Effective Date: <b>2/10/2015</b>		Page: <b>1 of 1</b>	

## 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
- ☐ 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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