**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 DOCK LEVELERS CLEANED AND BRUSHES INSPECTED FOR WEAR**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_