



HOLISTA TRANZWORLD PRIVATE LIMITED

Doc No : HTPL-RD-GMP-02

Food Safety and Quality Management System

Rev. No : 0.0

CLEANING SCHEDULE

Date : 19.09.2022

SI No	Equipments / Areas to be cleaned	Frequency	Cleaning Method		Responsible for cleaning	cleaning records
			Tool used	Chemical / Media used		
01	Entry and RM area	Monthly	Wet Cloth	---	Operators	House Keeping Register
02	Main Passage	Daily	Broom stick	---	House Keeping	
03	Toilets	Daily	Brush & sanitizing liquids	Phenol (Brand: Harpic)	House Keeping	Regular Maintenance Register
04	Cobwebs –Stores (RM & FG), Packing Section.	Once in Fortnight	Broom stick	---	House Keeping	House Keeping Register
05	Handling tools / utensils	Daily	Brush	Soap Solution	Production Asst.	Vessel and Utility Maintenance Registers
06	Waste bins	Daily	Broom stick	Water	House Keeping	
07	Cleaning tools [Mops / Broom stick / cloth]	Daily	---	Soap Solution	House Keeping	
08	Cleaning of Foot wears / chapels	Weekly Once	Brush	Soap Solution	House Keeping	
09	Wash Basins	Daily	Brush	Soap Solution	House Keeping	House Keeping Register
10	Doors	Daily	Cloth	---	House Keeping	
11	Floor – Entire Floor	Twice / Day	Broom Stick	sanitizer	House Keeping	
12	Floor – Packing Section	Once in fortnight	Mopping	Water & Soap Solution, sanitizer	House Keeping	
13	Entire material movement and handling	Daily	Cleaning and mopping	Soap solution	Production department	
14	Dining Hall	Daily	Broom Stick,/ Mops	Water	House Keeping	

Prepared by

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Surrounding of Entire factory

SI No	Equipments / Areas to be cleaned	Frequency	Cleaning Method		Responsible for cleaning	cleaning records
			Tool used	Chemical / Media used		
01	Surrounding Pathway	Daily	Broom Stick	--	House keeping	House Keeping Register
02	Trimming and maintain the gross growth	Once in a two months	Knife, gross cutter	--	House keeping	
03	Generator	Weekly Once	Cloth	--	Operator	
04	Factory Surrounding	Daily	Broom Stick	--	House Keeping	
05	Weighing Machines	Daily		--	Production Asst.	
06	Fan, Lights - office	Monthly		--	House Keeping	
07	Windows , Ventilators	Monthly	Cloth	--	House Keeping	
08	Water Tank Cleaning	Monthly	out sourcing		House Keeping	water tank cleaning
09	Vehicle Cleaning	15 days once	Cloth		Driver	
10	Windows Mesh	Weekly	Broom stick			

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