

# FACILITY CLEANING AND SANITIZATION SCHEDULE

## FACILITY CLEANING AND SANITIZATION SCHEDULE

NaviFloor Robotics, Inc.

*Effective Date: January 1, 2024*

*Document ID: OPS-CS-2024-001*

*Version: 2.0*

### 1. PURPOSE AND SCOPE

1. This Facility Cleaning and Sanitization Schedule ("Schedule") estab

2. This schedule applies to all areas where autonomous mobile robots

a) Main assembly floor (30,000 sq ft)

b) Testing laboratories (5,000 sq ft)

c) Component storage areas (8,000 sq ft)

d) LiDAR calibration rooms (2,000 sq ft)

e) Quality control stations (3,000 sq ft)

## **2. DEFINITIONS**

1. "Clean Room Areas" refers to designated spaces maintaining ISO Class 7 or better.

2. "High-Traffic Areas" means spaces experiencing regular employee movement.

3. "Sanitization" refers to the process of reducing microbial contamination.

### 3. CLEANING FREQUENCY AND REQUIREMENTS

#### 1. Clean Room Areas

-

Daily: HEPA vacuum all surfaces

-

Twice Daily: Wipe-down of work surfaces with isopropyl alcohol

-

Weekly: Complete sanitization of walls and ceiling

-

Monthly: Deep cleaning of HVAC filters and return air grilles

-

Quarterly: Professional clean room certification inspection

#### 2. Assembly Areas

- - 3 -

Daily: Floor cleaning using approved ESD-safe solutions

-

Daily: Workstation sanitization

-

Weekly: Equipment and tool cleaning

-

Monthly: Deep cleaning of overhead structures

### 3. Testing Laboratories

-

Daily: Surface cleaning of test equipment

-

Daily: Floor cleaning and waste removal

-

Weekly: Calibration equipment sanitization

-

Monthly: Environmental control system cleaning

#### **4. APPROVED CLEANING AGENTS AND MATERIALS**

1. The following cleaning agents are approved for use:

- a) ISO-certified clean room wipes
- b) ESD-safe floor cleaning solution (NaviClean(TM) Industrial)
- c) 70% isopropyl alcohol solution
- d) Hydrogen peroxide-based sanitizers
- e) Anti-static surface treatments

2. Prohibited Materials:

- a) Ammonia-based cleaners
- b) Chlorine bleach
- c) Abrasive cleaning materials
- d) Non-ESD-safe cleaning tools

## **5. DOCUMENTATION AND COMPLIANCE**

### **1. Cleaning Log Requirements**

-

Date and time of cleaning

-

Areas cleaned

-

Cleaning agents used

- - 6 -

Personnel performing cleaning

-

Supervisor verification

-

Any deviations from standard protocol

## 2. Quality Control Inspections

-

Weekly particle count measurements

-

Monthly ATP surface testing

-

Quarterly third-party cleanliness audits

-

Semi-annual clean room certification

## **6. RESPONSIBLE PARTIES**

### **1. Facility Management**

-

Oversight of cleaning schedule implementation

-

Approval of cleaning suppliers and materials

-

Review of compliance documentation

-

Training program administration

### **2. Quality Control Department**



- - 8 -

Daily cleanliness inspections

-

Maintenance of cleaning logs

-

Environmental monitoring

-

Compliance reporting

## **7. EMERGENCY PROTOCOLS**

1. In case of contamination events:

-

Immediate area isolation

-

Incident documentation

-

Enhanced cleaning procedures

-

Root cause analysis

-

Corrective action implementation

## **8. AMENDMENTS AND REVIEWS**

1. This Schedule shall be reviewed annually by the Facility Management

2. Amendments require written approval from:

-

Chief Operations Officer

- - 10 -

Quality Control Director

-

Facility Manager

## **9. CERTIFICATION**

The undersigned hereby certify that this Facility Cleaning and Sanitization  
Schedule has been reviewed and approved:

Richard Torres

Chief Operations Officer

**Date:** \_\_

- 11 -

Maria Santos

Quality Control Director

**Date:** \_

David Chen

Facility Manager

**Date:** \_

## **10. REVISION HISTORY**

Version 2.0 - January 1, 2024

Version 1.1 - March 15, 2023

Version 1.0 - January 1, 2023

