

Manufacturing plant cleaning: what we clean

Use this sheet on the walkthrough with your safety lead to mark rooms, zones and timing.

Plant _____ Address _____

Walked by _____ Date _____

Locker rooms and time-clock corridor

- ☐ Benches, locker fronts and handles
- ☐ Shower stalls and floor drains
- ☐ Sinks, mirrors, toilets and urinals
- ☐ Floors mopped edge to edge, under benches too
- ☐ Time-clock corridor swept and mopped
- ☐ Keypad, badge readers and push plates wiped

Break rooms

- ☐ Tables and chair seats wiped
- ☐ Sink, microwaves and refrigerator handles
- ☐ Vending machine fronts
- ☐ Recycling emptied
- ☐ Floor under tables cleaned
- ☐ Mid-shift porter reset if needed

Shop-floor aisles you open

- ☐ Walkways, PPE and sign-in zones shown at the start
- ☐ Aisles and walkways swept and mopped
- ☐ Trash at workstations emptied
- ☐ Restrooms closest to the line
- ☐ Machines, tooling and work in progress left as found
- ☐ Concrete scrubbing timed around forklifts

Offices, conference rooms and lobby

- ☐ Desks in engineering, quality and purchasing
- ☐ Conference tables and whiteboard trays
- ☐ Carpet vacuumed
- ☐ Lobby glass and reception counter
- ☐ Drawings, samples and papers left in place

Shutdowns, audits and line changes

- ☐ Shutdown dates and open zones shared
- ☐ Concrete aisles scrubbed plant-wide
- ☐ Office and break-room VCT stripped and refinished
- ☐ Detail clean before a customer visit or audit
- ☐ Post-construction visit after a new line goes in

Vendor file

- ☐ Proof of insurance and bonding
- ☐ Workers' compensation on file
- ☐ Background checks for assigned cleaners
- ☐ Your onboarding and safety documents shared

Notes
