

Food and beverage plant support areas: what we clean

Walk the plant with your sanitation lead and mark each support room and its timing.

Plant _____ Address _____
 Walked by _____ Date _____

Offices, labs and meeting rooms

- ☐ Desks dusted around papers
- ☐ Counters and phones wiped, glass cleaned
- ☐ Quality and lab office floors vacuumed or mopped
- ☐ Shift meeting rooms: tables wiped, chairs straightened
- ☐ Whiteboards cleaned

Break rooms

- ☐ Tables, chairs and counters disinfected
- ☐ Sinks, microwaves and refrigerator handles
- ☐ Waste out before the next break
- ☐ Connecting hallways and stairwells kept clear of grime

Locker rooms, gowning and restrooms

- ☐ Benches, locker fronts, sinks and floors
- ☐ Smock racks, hairnet and glove stations tidied and stocked
- ☐ Floors near boot washes and hand-wash sinks scrubbed
- ☐ Restroom fixtures, partitions, mirrors and floors
- ☐ Dispensers refilled, hand-wash signage left in place

Visitor and contractor entrances

- ☐ Sign-in counters
- ☐ Hairnet dispensers at the door
- ☐ Driver waiting chairs

Warehouse, dock and packaging

- ☐ Cardboard, stretch wrap, labels and broken pallets cleared
- ☐ Floors swept and machine-scrubbed
- ☐ Dock plates and door thresholds cleared
- ☐ Dry storage and case-goods rooms cleaned around stacked product

Your sanitation program

- ☐ Hair, jewelry and footwear rules followed
- ☐ Color-coded tools kept in their assigned zones
- ☐ Food-contact surfaces handled per your sequence
- ☐ Deeper clean of support rooms before your audit date
- ☐ Visits timed around bottling, crush or batch days

Notes
