Food plant support areas: what we clean

Walk the support rooms with your plant contact and mark each one for the off-shift crew.

Facility _____ **Address** _____

Walked by _____ **Date** _____

Administrative offices

- ☐ Desks and surfaces wiped
- ☐ Trash and recycling collected
- ☐ Support offices kept on our office cleaning routine
- ☐ Carpeted offices extracted or spot treated on their own schedule
- ☐ Hallways between the support rooms

Staff restrooms and locker rooms

- ☐ Restroom fixtures cleaned and sanitized
- ☐ Paper products refilled each visit
- ☐ Soap and liners restocked
- ☐ Restroom waste collected each visit
- ☐ Locker and changing rooms reset for the next shift

Breakrooms

- ☐ Tables and counters wiped
- ☐ Trash emptied
- ☐ Supplies restocked
- ☐ Room reset between shift changes
- ☐ Day porter keeping breakrooms stocked on the longest shift

Scheduling

- ☐ Visits set in quiet windows: after office hours or between shifts
- ☐ Off-hours visits while restrooms and breakrooms sit empty
- ☐ Restrooms most often, then breakrooms, offices on a lighter plan
- ☐ Frequency set room by room by headcount
- ☐ Shift start and end times on file

Planning notes

- [ ] Support rooms to include listed, with when each sits empty
- [ ] Count of staff restrooms and breakrooms
- [ ] Who supplies paper goods and soap today
- [ ] Storage space on site, if any, for the warehouse routine
- [ ] Construction cleaning after an office or breakroom remodel

Notes