

Food plant support rooms: what we clean

On the plant walkthrough, tick the support rooms and the rules crews must follow.

Plant _____ Address _____
Walked by _____ Date _____

Locker rooms

- ☐ Benches and locker exteriors wiped
- ☐ Sinks and floors cleaned before the next crew
- ☐ Bins emptied so nothing piles up mid-run
- ☐ Visits timed to shift changes

Restrooms near production

- ☐ Fixtures cleaned every visit
- ☐ Supplies restocked every visit
- ☐ Day porter through shift changes, if wanted

Breakrooms, offices and warehouse

- ☐ Tables, counters and sinks wiped between break peaks
- ☐ Appliance exteriors cleaned and floors done
- ☐ Offices and reception on the office routine
- ☐ Warehouse aisles swept and kept clear for pallets

Your food safety program

- ☐ Cleaning sequence you follow handed over
- ☐ Products approved for each surface listed
- ☐ Rooms needing a change of footwear or garments marked
- ☐ Sign-off person for each finished area named
- ☐ Routes allowed by your hygiene zoning mapped
- ☐ Production-area work kept on its own line of the schedule
- ☐ Crews working area by area from your written document

Production calendar

- ☐ Run schedule and planned shutdowns shared
- ☐ Support rooms on a fixed weekly rhythm
- ☐ Equipment exteriors and concrete scrubbing in run gaps
- ☐ Deeper floor work held for the first post-harvest shutdown
- ☐ More frequent support-room visits in harvest weeks
- ☐ Cold storage or packing areas added if needed
- ☐ Equipment housings and frames added through equipment cleaning

Notes
