

Facility Cleaning Procedure

Scope: Entire facility in Watertown, CT

Purpose: To establish basic cleaning procedures for all areas of the building

Procedure:

Warehouse and Plant:

1. Floors of the warehouse and plant are to be cleaned daily by maintenance personnel using the floor scrubber.
2. Racks and their contents are to be adequately spaced from walls to facilitate annual cleaning and monthly pest control. Cleaning frequency is determined by quality and the Maintenance Manager.
 - a. Racks are cleaned (dusted) using rags, brooms/brushes, dust mops to remove spider webs and other filth.
 - b. After cleaning, the floors are scrubbed, mopped, and swept to remove dirt and debris that may have fallen.
3. Walls are to be cleaned annually. More frequent cleanings are done as per the instruction of the Maintenance Manager.
 - a. Shelves, racks, and their contents must be at least 6 inches from to wall to allow adequate space for inspection.
 - b. Walls are cleaned using a CO₂ blaster. The CO₂ blaster provides a thermal shock to the wall causing debris to fall to the floor.
 - c. The floors are then swept or vacuumed to remove the debris that has fallen from the wall.
4. Visual inspections are performed by the Maintenance Manager to confirm cleaning has been sufficiently completed.

Offices, Laboratories, Kitchens, and Bathrooms:

1. The Offices, Laboratories, Kitchens, and Bathrooms are to be cleaned weekly by a contracted professional cleaning service.
2. The Head of Human Resources provides detailed cleaning instructions and approves all cleaning activities to ensure they are sufficiently performed each week.