

Factory Bathroom Maintenance Procedure

Scope: Factory Bathroom

Purpose: To establish basic maintenance procedures and verification of completion for the factory bathroom.

Procedure:

1. In-house cleaning staff will inspect the factory bathroom at the beginning of each shift daily for the following items:
 - a. Paper goods
 - b. Soap
 - c. Water temperature is appropriate (>90F within 30 seconds of running)
 - d. Fixtures intact and functioning properly: Toilets, sinks, valves, lights, plumbing (no leaks, drips), etc
 - e. General cleanliness: Floors, toilets, sinks, faucets, light switches, etc
2. The cleaning staff will restock any needed items and sign the Cleaning and Sanitization board located between the Operations Office and the Facility Office.
3. The Quality Department will verify the factory bathroom is being properly maintained and sign the verification portion of the forms located on the Cleaning and Sanitization Board
4. Maintenance will be informed of any necessary repairs found by the cleaning staff and/or Quality Department.
5. A work order will be issued to address repairs.