

Facility _____ Date _____ Completed by _____

Daily**Factory floors**

- Sweep walkways; mop spills with degreaser
- Check for cords and trip hazards; restock spill kits

Workstations

- Wipe benches and tools of residue and shavings
- Empty trash; check safety guards

Restrooms & break areas

- Disinfect sinks, toilets and high-touch points
- Mop floors and restock supplies; clear drain clogs

Entrances

- Sweep mats and wipe handles to block tracked-in dirt

Weekly**Machinery**

- Wipe belts and panels; degrease conveyors
- Lubricate per manuals; check for leaks

Storage areas

- Reorganize racks and wipe shelves
- Discard expired items; label bins

Walls & fixtures

- Dust beams and switches; remove cobwebs

Safety gear

- Inspect extinguishers, eyewash and first-aid; test showers

Monthly**Floors & drains**

- Pressure-wash floors; unclog and seal drains

Deep machinery

- Access internals; swap filters and fluids

Overheads

- Vacuum ducts and ceilings; replace HVAC filters

Waste systems

- Sanitize bins; schedule hazmat pickup