

# Standard Operating Procedure

## Facility/Warehouse Cleaning

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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<b>Objective:</b>	To ensure food quality and safety by controlling risk of pathogen contamination within the facility/warehouse environment.
<b>Personnel Scope:</b>	All product handlers and warehouse personnel
<b>Frequency:</b>	Bi-weekly, Monthly, Quarterly and Ongoing as needed
<b>Materials:</b>	<p><i>Facility Cleaning Log, Warehouse Inspection Log, pens</i></p> <p><i>SOP for Preparing a Chlorine Sanitizing Solution</i> or purchased sanitizing product with label.</p> <p>Potable water *, broom, dustpan, “Caution – Wet Floor” signage, scrub brush/sponge(s), soap, clean cloth(s)/paper towels, trash bags, spray bottle, bucket, personal protective equipment (PPE) such as gloves, apron and eye protector.</p> <p>All cleaning equipment should be designated for this use only. Avoid cross-contamination with other areas of the facility. Cleaning chemicals are stored in properly labeled, spill-proof containers.</p>
<b>Procedures:</b>	<p><i>Warehouse – Weekly</i></p> <ol style="list-style-type: none"> <li>1. Begin by properly washing your hands; see <i>Handwashing SOP</i>.</li> <li>2. Scan area and all surfaces for discarded items to be recycled or composted into appropriate bins.</li> <li>3. Sweep floor and dispose of debris in the appropriate receptacle.</li> <li>4. Empty all compost, recycling and trash bins into the appropriate dumpster(s) outside the facility.</li> <li>5. Place visible signage to warn of wet floor and surfaces.</li> <li>6. Wipe down all food contact surfaces (counters, packing tables) with water and soap.</li> <li>7. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions.</li> <li>8. Wear gloves, eye protection, and a rubber apron while mixing sanitizing solution.</li> </ol>

9. Using a spray bottle, apply the sanitizing solution to all food contact surfaces (counters, packing tables). Wipe up any excess. All cleaning steps should follow a “top first, bottom last” approach.
10. Mop floors with soap and water.
11. Allow floors to air dry.
12. Remove warning signage.

### *Cooler – Weekly*

1. Scan area and all surfaces for discarded items to be recycled or composted into the appropriate bins.
2. Sweep floor and dispose of debris in the appropriate receptacle.
3. Check for any dripping or standing water.
4. Remove any refuse from floor drains.
5. Place visible signage to warn of wet floor and surfaces.
6. Wipe down all food contact surfaces (shelves, packing tables) with water and soap.
7. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions.
8. Rinse drains with the sanitizing solution.
9. Using a spray bottle, apply the sanitizing solution to all food contact surfaces (shelves, packing tables). Wipe up any excess. All cleaning steps should follow a “top first, bottom last” approach.
10. Mop floors with soap and water.
11. Allow floors to air dry.
12. Remove warning signage.

### *Warehouse – Quarterly*

1. Dust cobwebs from walls and ceilings.
2. Move pallets and other stationary objects and sweep under and behind them before returning objects to their original position.
3. Wipe down walls and shelving units with soap and water.
4. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions.
5. Spray walls with sanitizing solution.

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	<p><i>Cooler – Quarterly</i></p> <ol style="list-style-type: none"> <li>1. Remove all product from inside cooler.</li> <li>2. Sweep and remove all debris.</li> <li>3. Wipe down walls and shelving units with soap and water.</li> <li>4. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions.</li> <li>5. Spray walls with sanitizing solution.</li> </ol>
<b>Monitoring:</b>	<ol style="list-style-type: none"> <li>1. Staff who carry out warehouse cleaning will initial and date the <i>Facility Cleaning Log</i>.</li> <li>2. Warehouse Manager will visually inspect warehouse for cleanliness and compliance with above procedures twice daily, at 8 AM and at 4 PM. Inspection will be recorded, with initial and date, on the <i>Warehouse Inspection Log</i>.</li> <li>3. Staff will conduct a visual inspection of warehouse area cleanliness prior to undertaking any packing or handling of product.</li> </ol>
<b>Corrective Action:</b>	<ol style="list-style-type: none"> <li>1. If warehouse cleanliness isn't in compliance with standards, staff will take corrective action and indicate action(s) on the <i>Facility Cleaning Log</i>. Corrective action may include spot cleaning or thorough cleaning.</li> <li>2. Products affected by failure in cleanliness protocol standards will be inspected and discarded as necessary.</li> <li>3. General Manager will determine if retraining is required in regards to warehouse cleanliness procedures.</li> <li>4. Retraining will be documented on the <i>Employee Training Log</i> and initialed by impacted staff.</li> </ol>
<b>Verification:</b>	<ol style="list-style-type: none"> <li>1. On a weekly basis, General Manager will review and initial <i>Facility Cleaning Log</i> <i>Warehouse Inspection Log</i></li> <li>2. If corrective actions occur, the supervisor will review the corrective action steps within 7 days and revise as needed.</li> </ol>
<b>Record-keeping:</b>	Hard copies of logs will be stored in the office filing cabinet.

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\* Potable water is defined as meeting the standards for drinking purposes of the State or local authority having jurisdiction, or meeting the standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

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