

FARM NAME _____

Doc.No. **2.27**

Title: **Procedure for Daily Facility Maintenance and Cleaning**

Effective Date: _____

Reviewed by: _____ GAP Coordinator, Date: _____

This facility's employees will have daily maintenance and cleaning responsibilities for the packing house facility. The following list will be completed and recorded before the end of the work day:

1. Floors will be swept in the packing house facility and the outside grounds will be kept free of litter and debris.
2. The floor drains will be evaluated daily and kept free from obstructions.
3. Equipment will be cleaned and sanitized in the processing area of the packing house facility.
4. Water will be removed from the floor (if needed) in the processing area. No excessive water will be left standing in this area.
5. Restrooms will be monitored daily for soap and paper replacement. Garbage cans will be monitored daily and emptied as needed. They will be cleaned on a weekly basis and the cleaning will be recorded on the log sheet located on the back of the restroom door.
6. Coolers will be cleaner as noted in the owner's manual by employees.
7. The ice maker will be cleaned according to SOP 2.23.
8. Garbage receptacle/bins are located outside of the main parking area. They will be kept clean and maintained daily by the staff. Doors will be kept closed. Receptacles will be located away from the packing house facility's main entrance.