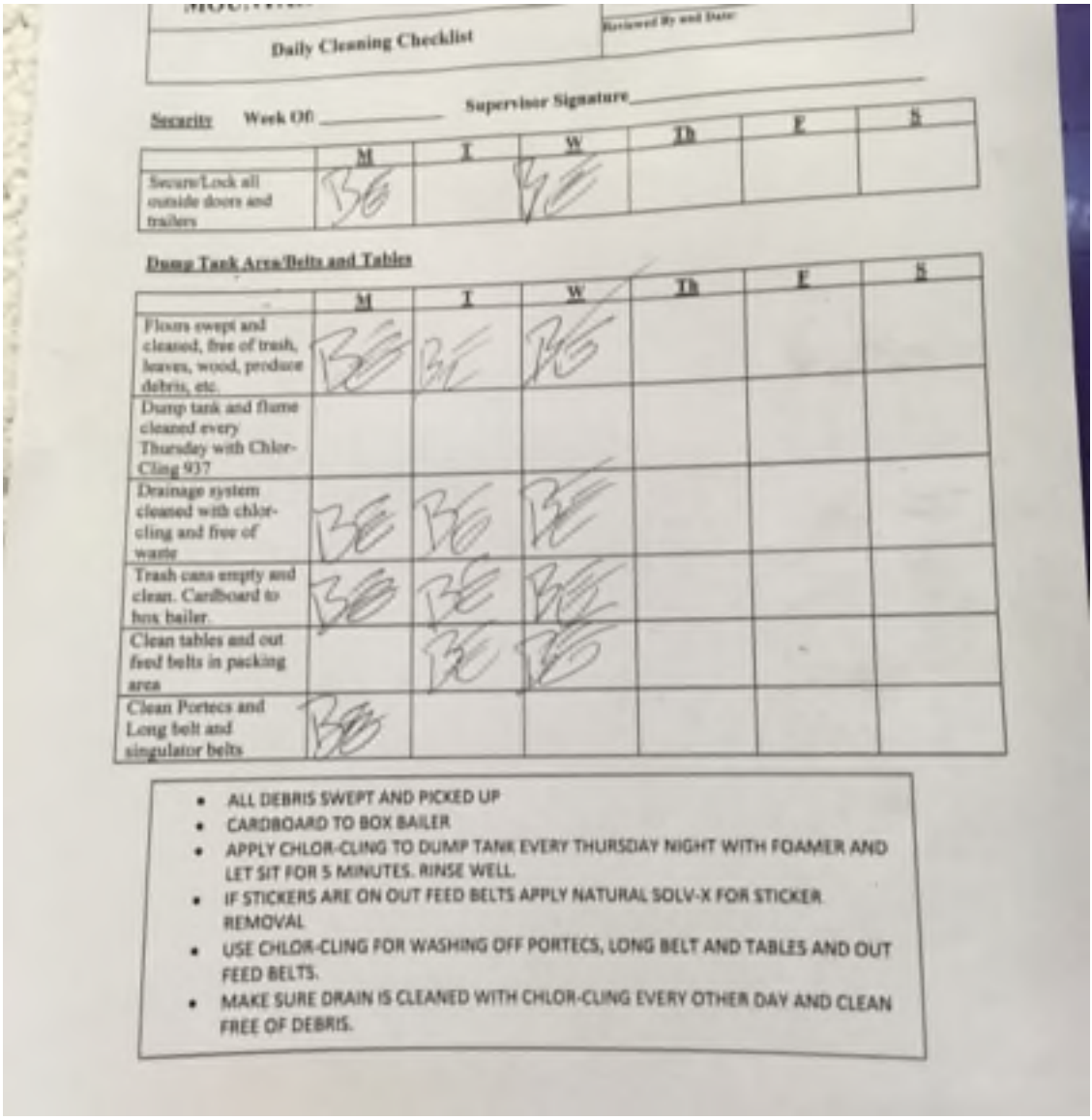

Daily Cleaning Checklist

Reviewed By and Date:

Security Week Of: _____ Supervisor Signature _____

	M	T	W	Th	F	S
Secure/Lock all outside doors and trailers	BG		BG			

Dump Tank Area/Belts and Tables

	M	T	W	Th	F	S
Floors swept and cleaned, free of trash, leaves, wood, produce debris, etc.	BG	BG	BG			
Dump tank and flume cleaned every Thursday with Chlor-Cling 937						
Drainage system cleaned with chlor-cling and free of waste	BG	BG	BG			
Trash cans empty and clean. Cardboard to box bailer.	BG	BG	BG			
Clean tables and out feed belts in packing area		BG	BG			
Clean Portecs and Long belt and singulator belts	BG					

- ALL DEBRIS SWEPT AND PICKED UP
- CARDBOARD TO BOX BAILER
- APPLY CHLOR-CLING TO DUMP TANK EVERY THURSDAY NIGHT WITH FOAMER AND LET SIT FOR 5 MINUTES. RINSE WELL.
- IF STICKERS ARE ON OUT FEED BELTS APPLY NATURAL SOLV-X FOR STICKER REMOVAL
- USE CHLOR-CLING FOR WASHING OFF PORTECS, LONG BELT AND TABLES AND OUT FEED BELTS.
- MAKE SURE DRAIN IS CLEANED WITH CHLOR-CLING EVERY OTHER DAY AND CLEAN FREE OF DEBRIS.

Keeping Logs

§112.161 General

Keeping Logs

11

The Produce Safety Rule does not require some records. These logs can be helpful to show that your are compliant with the rule and can be used for other third party audits.

- Water source testing
- Field sanitation unit and wash station service
- Restroom cleaning
- Delivery vehicle inspection and cleaning
- Storage cooler cleaning
- Harvest container and equipment inspection
- Equipment and vehicle maintenance
- Pesticide application
- Manure application
- Visitor check-in and training
- Pre-harvest assessment
- Cooler temperature
- Thermometer calibration
- First aid kit
- Injury/illness
- Traceability and harvest production
- Product disposal
- Pest monitoring

Even if there is no action required after inspection, still record that the inspection was completed.

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Utah Department of Agriculture and Food