5.1a Area Index

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area Number** | **Description** | **Abbreviation** | **Responsible Person** | **Comments and/or Notes** |
| 1 | Raw Milk Reception  | RMR | [Name of Personal Responsible] |  |
| 2 | Processing Pasteuriser | PP | [Name of Personal Responsible] |  |
| 3 | Processing Juice (Water + Juice) | PJ | [Name of Personal Responsible] |  |
| 4 | Processing Packaging (Milk and By Products) | PPA | [Name of Personal Responsible] |  |
| 5 | Day Store Packaging | DSPA | [Name of Personal Responsible] |  |
| 6 | Sachets | S | [Name of Personal Responsible] |  |
| 7 | Processing Top (All Products) | PT | [Name of Personal Responsible] |  |
| 8 | Processing Yoghurt + Milk Juice Blends | PYB | [Name of Personal Responsible] |  |
| 9 | Packaging Yoghurt | PAY | [Name of Personal Responsible] |  |
| 10 | Processing Yoghurt Top | PYT | [Name of Personal Responsible] |  |
| 11 | Yoghurt Hand Packaging | YHPA | [Name of Personal Responsible] |  |
| 12 | Coldroom Entrances | CRE | [Name of Personal Responsible] |  |
| 13 | Coldrooms | CR | [Name of Personal Responsible] |  |
|  | Coldroom 1 | CR1 | [Name of Personal Responsible] |  |
|  | Coldroom 2 | CR2 | [Name of Personal Responsible] |  |
|  | Coldroom 3 | CR3 | [Name of Personal Responsible] |  |
|  | Coldroom 4 | CR4 | [Name of Personal Responsible] |  |
|  | Coldroom 5 | CR5 | [Name of Personal Responsible] |  |
|  | Coldroom 6 | CR6 | [Name of Personal Responsible] |  |
|  | Coldroom 7 | CR7 | [Name of Personal Responsible] |  |
| 14 | Dry Store Packaging | DS | [Name of Personal Responsible] |  |
| 15 | Dry Ingredients Store | DI | [Name of Personal Responsible] |  |
| 16 | Chemical and Packaging Store | CPS | [Name of Personal Responsible] |  |
| 17 | Dispatch Office | DO | [Name of Personal Responsible] |  |
| 18 | Laboratory | L | [Name of Personal Responsible] |  |
| 19 | Factory Office | FO | [Name of Personal Responsible] |  |
| 20 | Recreation and Ablution Facility | RA | [Name of Personal Responsible] |  |
| 21 | Waste Area | WA | [Name of Personal Responsible] |  |

5.1b Area 1: Raw Milk Reception

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Tanker 1 (24 500) | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🗹 Other: Continuously after use. | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Descale
5. Rinse with water.
6. Sanitise
 | 1. Titration Kit
2. Measuring Cup
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1c Area 2: Processing Pasteuriser

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Balance Tank | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Descale
5. Rinse with water.
 | 1. CIP
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1d Area 3: Processing Juice (Water + Juice)

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Tank 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise (OXIACID0 - 2%)
 | 1. Measuring Cup
2. Bucket/Brush/Broom
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1e Area 4: Processing Packaging (Milk and By Products)

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Filmatic 8 Head 1 (1Ɩ+ 2Ɩ) | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Descale
5. Rinse with water.
6. Sanitise
 | 1. CIP
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1f Area 5: Day Store Packaging

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Pallets | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🗹 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1g Area 6: Sachets

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Sachet 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Descale
5. Rinse with water.
6. Sanitise
 | 1. CIP
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1h Area 7: Processing Top (All Products)

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Milk Tank 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1i Area 8: Processing Yoghurt + Milk Juice Blends

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Milk Tank 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1j Area 9: Packaging Yoghurt

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Filler 1 (500ml + 175ml) | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1k Area 10: Processing Yoghurt Top

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Holding Tank 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1l Area 11: Yoghurt Hand Packaging

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Shrink Wrapper | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
2. Rinse with water.
3. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1m Area 12: Coldroom Entrances

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Floors | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
2. Rinse with water.
3. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1n Area 13: Coldrooms

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Floors | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
2. Rinse with water.
3. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
4. High Pressure Unit
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coldroom 1** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 2** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 3** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 4** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 5** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 6** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
| **Coldroom 7** | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1o Area 14: Dry Store Packaging

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Empty Containers(Pulp Juice Containers) | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Dust with a damp cloth.
 | 1. Cloth
2. Bucket
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1p Area 15: Dry Ingredients Store

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Pallets | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1q Area 16: Chemical and Packaging Store

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Pallets | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1r Area 17: Dispatch Office

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Locker 2 | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
2. Rinse with water.
3. Spray on sanitizer.
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1s Area 18: Laboratory

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Stainless Steel Table 1 | 🗹 Daily 🗹 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | **Daily**1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise

**Monthly**1. Turn the table upside down and scrub all the underneath surfaces with alkaline cleaner.
2. Rinse with water.
3. Spray with sanitizer.
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1t Area 19: Factory Office

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Table 1 | 🞎 Daily 🗹 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wipe with a damp cloth.
 | 1. Cloth
2. Bucket
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1u Area 20: Recreation and Ablution Facility

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:****Room 1: Men’s Locker Room**Locker | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Clean out contents.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Dry
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:****Room 2: Ladies Locker Room**Locker | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Clean out contents.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Dry
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |
| **Example:**Table 1 | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with alkaline cleaner.
2. Rinse with water.
3. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:****Room 3: Toilets**Walls | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🗹 Monthly 🞎 Quarterly 🞎 Other:  | 1. Rinse with water.
2. Wash with alkaline cleaner.
3. Rinse with water.
4. Sanitise
 | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |

5.1v Area 21: Waste Area

|  |  |  |  |
| --- | --- | --- | --- |
| Cleaning Chemicals |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example:**Floors | 🗹 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  | 1. Wash with:

Cleaner x 5ml per 20 litres of water.  | 1. Measuring Cup
2. Bucket/Brush/Broom/Cloth
3. Scouring Pad
 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |
|  | 🞎 Daily 🞎 Weekly 🞎 Bi-Weekly🞎 Monthly 🞎 Quarterly 🞎 Other:  |  |   |  |  |