



Factory Cleaning Checklist

Complete

Score	13 / 15 (86.67%)	Flagged items	2	Actions	0
Prepared by					Margaret Baumbach
Conducted on					13.12.2024 18:00 PST
Location					

Flagged items

2 flagged

Offices and Break Rooms

Have the trash or waste bins been emptied?

No

Trash bins are still filled — needs immediate action.

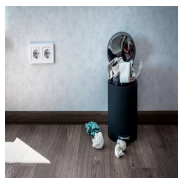


Photo 2

Bathrooms

Are there any faulty toilets, sinks, and other bathroom elements?

No

Factory Interiors

5 / 5 (100%)

Have the floors been swept?

Yes

Have the floors been mopped?

Yes

Have trash or waste bins been emptied?

Yes

Are the work stations free of dirt and/or unnecessary materials?

Yes

Are the equipment used in production free of dirt, raw materials, and/or unnecessary materials?

Yes

Confirm cleanliness status of factory interior.

Photo 1

Offices and Break Rooms

1 flagged, 4 / 5 (80%)

Have the floors been swept?

Yes

Have the floors been mopped?

Yes

Have the floors been vacuumed?

N/A

Have the trash or waste bins been emptied?

No

Trash bins are still filled — needs immediate action.



Photo 2

Are the common touch points sanitized properly?

Yes

Are common surfaces (tables, countertops, cabinets) wiped down?

Yes

Confirm cleanliness of office and break rooms

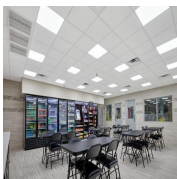


Photo 3

Bathrooms

1 flagged, 4 / 5 (80%)

Have the sinks and counters been wiped down and sanitized?

Yes

Have the toilets been wiped down and sanitized?

Yes

Have the tissue rolls been replenished in all stalls?

Yes

Is there enough soap in the dispensers?

Yes

Are there any faulty toilets, sinks, and other bathroom elements?

No

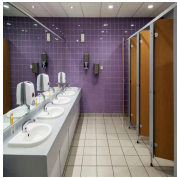
Confirm cleanliness of factory bathrooms.

Photo 4

Sign Off

Completed on

13.12.2024 20:00 PST

Completed by

Margaret Baumbach Margaret Baumbach
17.12.2024 11:48 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4