

## Go digital today!

### Convert your paper checklists into digital forms

Scan this QR code to use this paper checklist on your smartphone or tablet or visit <https://safetyculture.com/>



## Information

---

Audit Title

---

Document No.

---

Client / Site

---

Conducted on



Prepared by

---

Location



Personnel

---

## Day Shift Cleaning

Check & stock hairnets, paper towels

Yes  No  N/A

---

Empty trash

Yes  No  N/A

---

Clean/mop encapsulation hallway daily or as needed

Yes  No  N/A

---

Clean walls of encapsulation hallway 2x a week (T & TH)

Yes  No  N/A

---

Clean packaging walls 2x a week (M & TH)

Yes  No  N/A

---

Clean Bedmar sink daily

Yes  No  N/A

---

Clean/mop laboratory daily

Yes  No  N/A

---

Clean/mop sample room

Yes  No  N/A

---

Clean & sanitize Bedmar restroom 2x a day

Yes  No  N/A

---

Clean offices

Yes  No  N/A

---

Clean & sanitize office restroom daily

Yes  No  N/A

---

Take out Belshaw lunchroom trash nightly

Yes  No  N/A

---

Clean all carts daily (as needed)

Yes  No  N/A

---

**Final**

Misc. Notes

---

Misc. Picture



---

Misc. Picture



---

Misc. Picture



---

Signature of Auditor



---

Reviewed By



---

The templates available in our Public Library have been created by our customers and employees to help get you started using SafetyCulture's solutions. The templates are intended to be used as hypothetical examples only and should not be used as a substitute for professional advice. You should seek your own professional advice to determine if the use of a template is permissible in your workplace or jurisdiction. You should independently determine whether the template is suitable for your circumstances.