# Factory Cleaning Schedule

**Purpose:** This document outlines the routine cleaning tasks required to maintain hygiene, safety, and compliance in the factory or manufacturing facility. Regular cleaning ensures proper working conditions, extends equipment lifetime, and meets health and safety regulations.

## Facility Information

* **Factory Name:** {factoryName}
* **Location:** {location}
* **Supervisor in Charge:** {supervisorName}
* **Date Created:** {creationDate}

## Cleaning Schedule Overview

Below is a summary of cleaning tasks, responsible personnel, and frequency. Each task must be signed off once completed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Area/Zone** | **Responsible Staff** | **Frequency** | **Last Completed** | **Next Scheduled** | **Signature** |
| {#cleaningTasks}{taskName} | {area} | {staffName} | {frequency} | {lastCompleted} | {nextScheduled} | {signature}{/cleaningTasks} |

## Cleaning Supplies and Equipment

{#supplies}

* **{itemName}:** {quantity} units

{/supplies}

## Safety and Compliance Notes

{safetyNotes}

## Additional Instructions

{#hasAdditionalNotes}

Notes:*{additionalNotes}*

{/hasAdditionalNotes}

{^hasAdditionalNotes}

*No additional notes provided.*

{/hasAdditionalNotes}

## Inspection and Approval

* **Inspector Name:** {inspectorName}
* **Inspection Date:** {inspectionDate}
* **Approval Status:** {approvalStatus}