

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Cottonwood Industries

**POLICY NO:** 20-016

**SUBJECT:** Cleaning Plan-Production and Warehouse Areas

**EFFECTIVE DATE:** December 2003

**Policy:**

Cottonwood, Inc. will strive to maintain a neat and clean environment at all times. The goal is that production areas and warehouses would have a neat appearance, with trash removed, floor swept, and all surfaces neat and clean. An 18-inch open perimeter around the walls must be maintained when possible to facilitate regular housekeeping. In order to achieve this goal, the following procedures will be followed.

**Procedures:**

1. A Cleaning Checklist will be established by the Senior Coordinator that specifies the location, the action required, the frequency, and the responsible person(s).
2. Each Area Coordinator or Manager will ensure responsible person(s) have been assigned. The Area Coordinator/ Manager will obtain cleaning supplies and equipment as needed so that the cleaning can proceed on schedule.
3. Each responsible person will make sure that the tasks on the Cleaning Checklist are completed daily in their designated production area/warehouse and extra cleaning is completed as needed.
4. Each Area Coordinator or Manager will conduct a monthly inspection in assigned production areas/warehouses and complete a Monthly Cleaning Inspection form documenting whether cleaning standards are met. Turn the completed form into the Senior Coordinator who will route it to the Director. These forms will be kept on file for a minimum of 3 years.
5. If standards are not met in an area, the Coordinator or Manager will work with the responsible person to improve cleanliness and work with them to maintain it.
6. The Senior Coordinator will periodically check the Monthly Cleaning Inspection forms for thoroughness and evidence of follow-up.