

**I. Equipment Cleaning, Maintenance and Calibration**

*Use this Form to record production site AND building equipment cleaning, maintenance AND calibration.*

**\*\*\*This form is also to be used to record water storage (e.g., tank/cistern/container) and packaging material cleaning although neither are considered as production site or building equipment.**

**Instructions:** *An inspection of your building equipment (e.g., cutting blades, brushes, packing/repacking lines, conveyors, belts, chlorinator, sprayer) must be conducted at least weekly (when in use). Check for leaks, broken, loose, corroded or damaged parts, soil, mud, build-up, etc. and any cleaning, maintenance and calibration needed. Hand-held cutting and trimming tools that come into direct contact with product must be inspected and cleaned daily with this activity recorded daily. See Section 8: Equipment for requirements for production site equipment. Record required activities below and give a brief description of why and how you are performing the activity.*

<b>Date</b>	<b>Employee Completing Job</b>	<b>Equipment Activity Performed On</b>	<b>Activity Code*</b>	<b>Brief Description of Activity</b>

**\*Activity Codes: 1 - Calibration 2 - Maintenance 3 - Repair 4 - Cleaning 5 - Inspection 6 - Other (specify)**

**Confirmation Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_