

TIP 0305-32

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Housekeeping at order and shift change and weekly

Scope

The purpose of the Technical Information Paper is to offer examples of good housekeeping practices to allow individual plants to establish procedures for their specific needs, with provision for changes as experience dictates.

Safety precautions

Equipment manufacturer's lock out/tag out procedures must be strictly followed when cleaning or servicing any piece of equipment according to schedules recommended in this TIP.

This TIP may require the use, disposal, or both of chemicals which may present serious health hazards to humans. Procedures for the handling of such substances are set forth on Material Data Safety Sheet which must be developed by all manufacturers and importers of potentially hazardous chemicals and maintained by all distributors of potentially hazardous chemicals. Prior to use of this technical information paper, the user should determine whether any of the chemicals to be used or disposed of are potentially hazardous and, if so, should follow the procedures specified by both the manufacturer, as well as local, state, and federal authorities for safe use and disposal of these chemicals.

Content

The following examples of good housekeeping practices are offered only as a starting point. To be most effective, they should be fit to each machine and plant with provision for changes as experience dictates.

Based upon experience, some housekeeping functions should be carried out at each order change and others sometime during the shift. For the shift changes, it has been found that best results are obtained if a specific time is set aside for these functions (e.g., before the shift starts or after the first lunch break) so that they are not forgotten.

For any system to function properly, someone must be given the responsibility for doing the work, and a follow-up procedure must be set up to ensure that the work is properly done. It is the practice in many plants to assign housekeeping functions to the machine operating crew. A supervisor then can inspect the machine and the surrounding area and check for the initials of the machine operator on the daily checklist. This inspection will show whether the housekeeping function has actually been carried out. Management can follow a similar procedure with the weekly report.

TIP Category: Automatically Periodically Reviewed (Ten years)

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At-order change and during shift

Date _____

Description		Operator's initials				
		Order Changes				
		1	2	3	4	5
<i>First shift</i>						
Each order	Wipe down shafts.					
	Remove scrap buildup around scrap conveyor, glue pot, ink pan, and, if applicable, pit.					
	Check and clean or replace ink filters.					
	Rinse away; clean ink and adhesive from the ink reservoir and glue pot, as well as from the grating, floor, machine frames, and pit drains.					
During shift	Vacuum feed table, shafts, and adjusting screws.					
	Clean, check, and, if applicable, oil die mounting mechanism.					
	Wipe clean anilox or ceramic roll and doctor roll journals; coat with release agent.					
<i>Second shift</i>						
Each order	Wipe down shafts.					
	Remove scrap buildup around scrap conveyor, glue pot, ink pan, and, if applicable, pit.					
	Check and clean or replace ink filters.					
	Rinse away; clean ink and adhesive from the ink reservoir and glue pot, as well as from the grating, floor, machine frames, and pit drains.					
During shift	Wipe impression cylinder and outside of ink pans and coat with release agent.					
	Clean anilox or ceramic roll, wiper blade, or doctor roll.					
<i>Third shift</i>						
Each order	Wipe down shafts.					
	Remove scrap buildup around scrap conveyor, glue pot, ink pan, and, if applicable, pit.					
	Rinse away; clean ink and adhesive from the ink reservoir and glue pot, as well as from the grating, floor, machine frames, and pit drains.					
During shift	Clean scrap from under feed table and scrap conveyor.					
	Sweep machine area.					
	Clean and oil kicker slides.					

Combine shift work for one or two shift operation.

Assign definite time for "during shift cleanup."