

1250M Cleaning Guide

Brent Legros

Cleaning Checklist

Print Name: _____

Date: _____

No.	Description	Cleaning Tool	Cleaning instruction	Frequency	COMPLETE	
					Yes	No
1	Carton Hopper	Air wand/Wet rag	Wipe down hopper table and chain; Blow off backstop.	DAILY	☐	☐
2	Carton Feeder	Air wand/Wet rag	Wipe vacuum cups, ports, and cam follow er paths followed by air blow off.	DAILY	☐	☐
3	Carton Carrier Conveyor & Flap guide	Air wand/Wet rag	Wipe down and blow off dead plate, carrier hugs, carrier chain track, and flap guide.	DAILY	☐	☐
4	Op Side Loading & Folding Wheels	Air wand/Wet rag	Wipe off top plow, folding wheel, loading wheel, and front guard then blow off.	DAILY	☐	☐
5	Gluer section	Air wand/Wet rag	Wipe off top folder, front guard, and bottom folder then blow off.	DAILY	☐	☐
6	Accelerator Belts	Air wand/Wet rag	Remove glue build up from belts using plastic scraper. Wipe down and blow off flat surfaces.	DAILY	☐	☐
7	Compression Belts	Air wand/Wet rag	Remove glue build up from belts using plastic scraper. Wipe down and blow off flat surfaces.	DAILY	☐	☐
8	Non-op Side Loading & Folding Wheels	Air wand/Wet rag	Wipe off flat surfaces, folding wheel, loading wheel and then blow off.	DAILY	☐	☐
9	Grouping Conveyor	Warm water rinse or CIP	Run low pressure warm water on moving conveyor with hose or CIP.	DAILY	☐	☐
10	Metering Conveyor	Warm water rinse or CIP	Run low pressure warm water on moving conveyor with hose or CIP.	DAILY	☐	☐
11	Infeed Conveyor	Warm water rinse	Run low pressure warm water on moving conveyor with hose.	DAILY	☐	☐
12	Light curtains	Dry cloth	Wipe off light curtain lens.	DAILY	☐	☐
13	Flooring & Horizontal surfaces	Wet rag	Wipe down all flooring and horizontal surfaces.	WEEKLY	☐	☐
14	Glue unit	Wet rag	Wipe down glue unit.	WEEKLY	☐	☐
15	Sensors (all)	Dry cloth	Remove dust build up from all sensors.	WEEKLY	☐	☐
16	Vacuum pumps	Air wand	Replace/clean vacuum pump filters.	SEMI ANNUALLY	☐	☐

Sign: _____

Remove dust build up from sensors using dry cloth.

15
SENSORS (ALL)

Remove glue buildup from belts using plastic scraper.

FLOW

RH

Wipe down with warm wet rag then blow off top plow, folding wheel, loading wheel, and front guard.

Low pressure warm water rinse using hose or CIP to clean conveyor belt and grouper lugs.

Low pressure warm water rinse with hose or use CIP to clean conveyor belt.

Low pressure warm water rinse to infeed conveyor.

Wipe off light curtain lens using dry cloth.

Replace or clean vacuum pump filters.

Wipe down hopper chain, table, and backstop then blow dry with air wand.

Wipe clean with warm wet rag or mop then blow dry with air wand.

13
FLOORING & HORIZONTAL SURFACES (ALL)

Wipe down outside of unit with warm wet rag.

14
GLUE UNIT

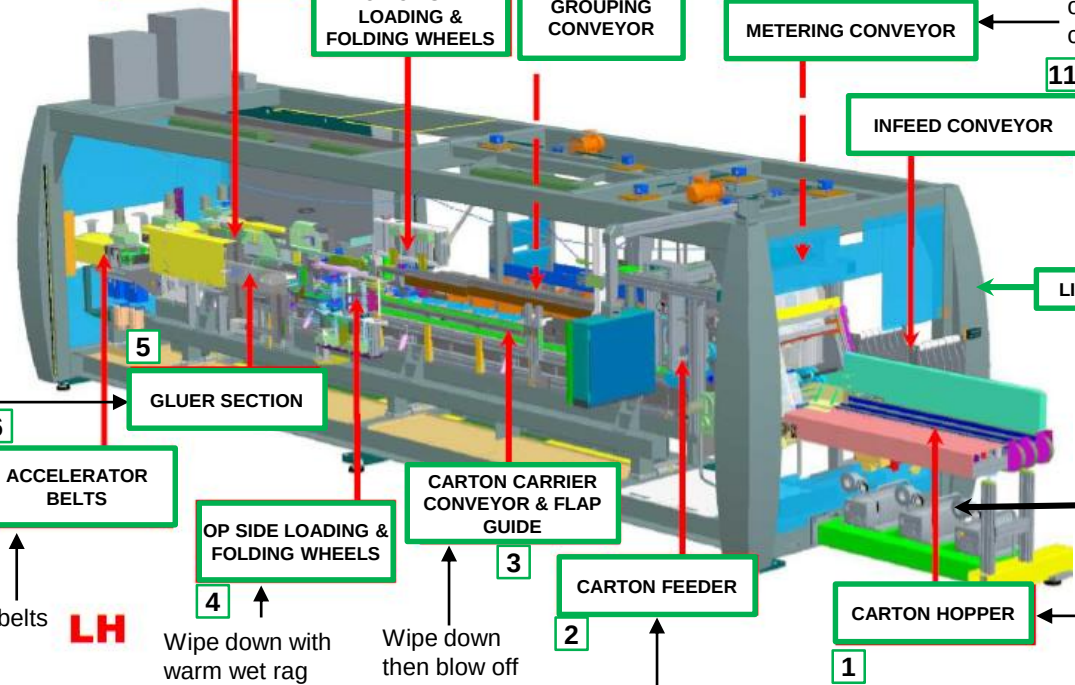
LH

Remove glue buildup from belts using plastic scraper.

Wipe down with warm wet rag then blow off top plow, folding wheel, loading wheel, and front guard.

Wipe down then blow off dead plate, carrier lugs, carrier chain track, and flap guide.

Wipe debris from vacuum cups, vacuum ports, and cam follower paths then blow dry using an air wand.



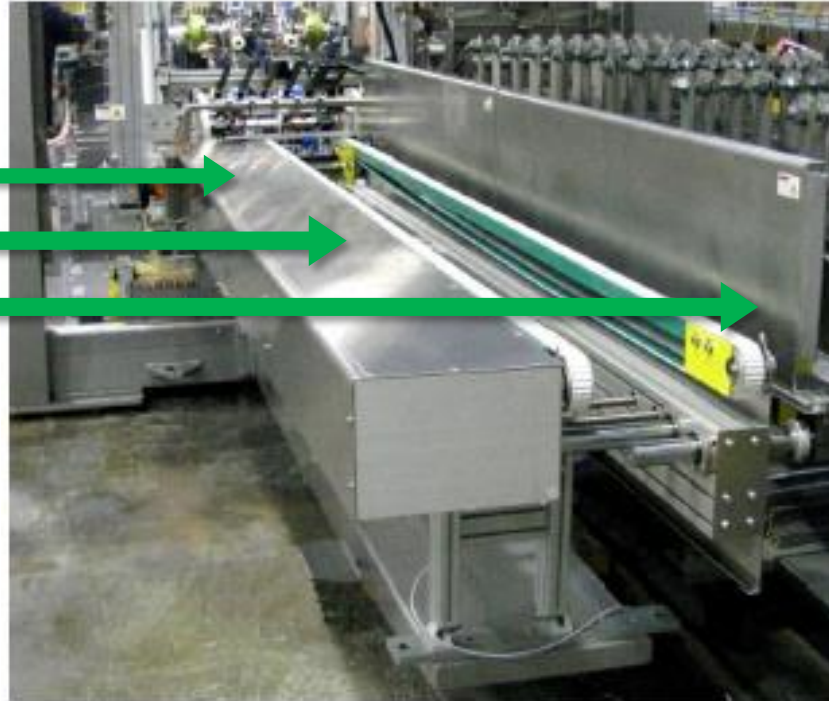
Carton Hopper

Remove debris by.....

Wiping down..Hopper table

Wiping down...Hopper chain

Blowing off...Hopper backstop



Warm wet Rag/Air Blow Off - 01

***Note: No caustic detergents on
machine.***

Carton Feeder

Note: Please no lube on feeder.

Wipe cups and blow dry.....

FEEDER 3

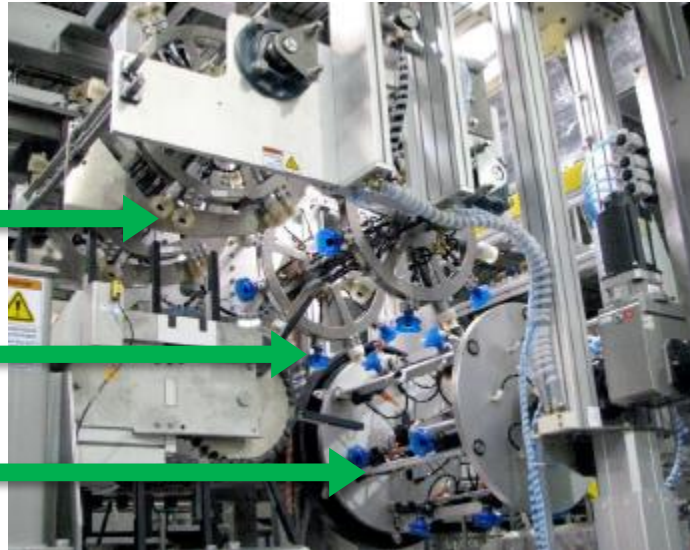
vacuum cups

FEEDER 2

vacuum ports

FEEDER 1

cam follower paths



Warm wet rag/Air Blow Off - 02

Note: No caustic detergents on machine.

Carton Carrier Conveyor

Wipe down then blow off.....



Dead plate

Carrier lugs

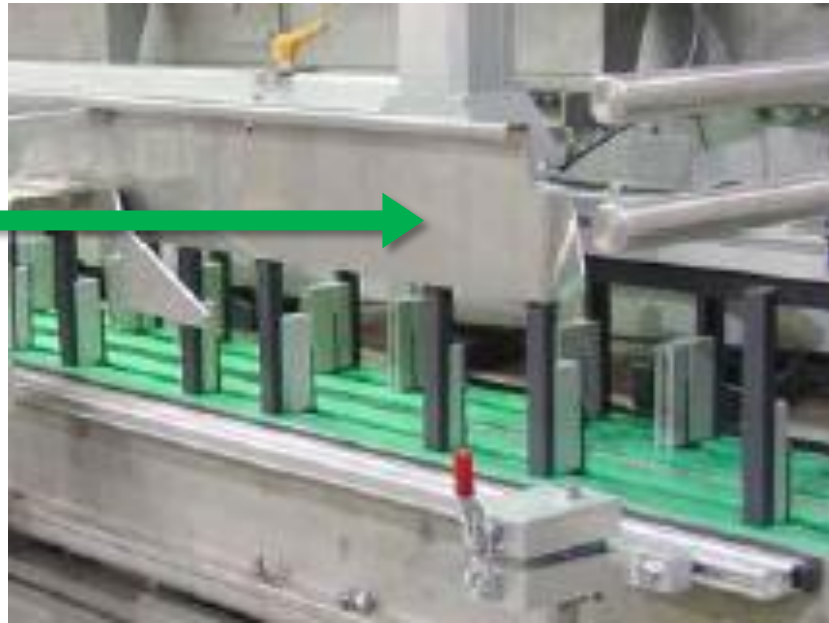
Carrier chain track

Warm wet rag/air blow off – 03a

***Note: No caustic detergents on
machine.***

Carton Flap Guide

Wipe down then blow off.....



Warm wet rag/blow off – 03b

Note: No caustic detergents on machine.

Op Side Loading & Folding Wheels

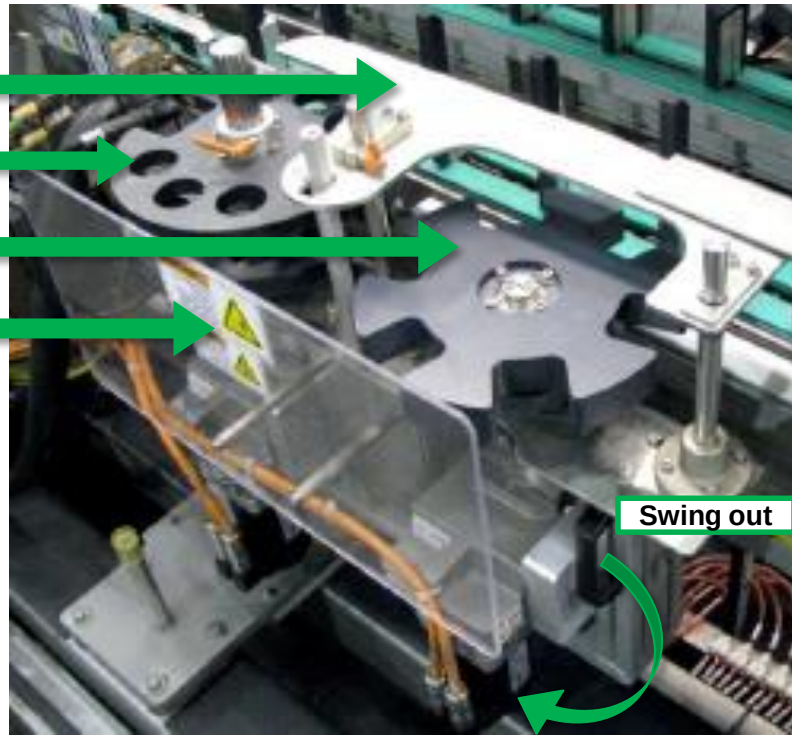
Wipe down then blow off.....

Top plow

Folding wheel

Loading wheel

Front guard



Warm wet rag/air blow off – 04

Note: No caustic detergents on machine.

Gluer Section

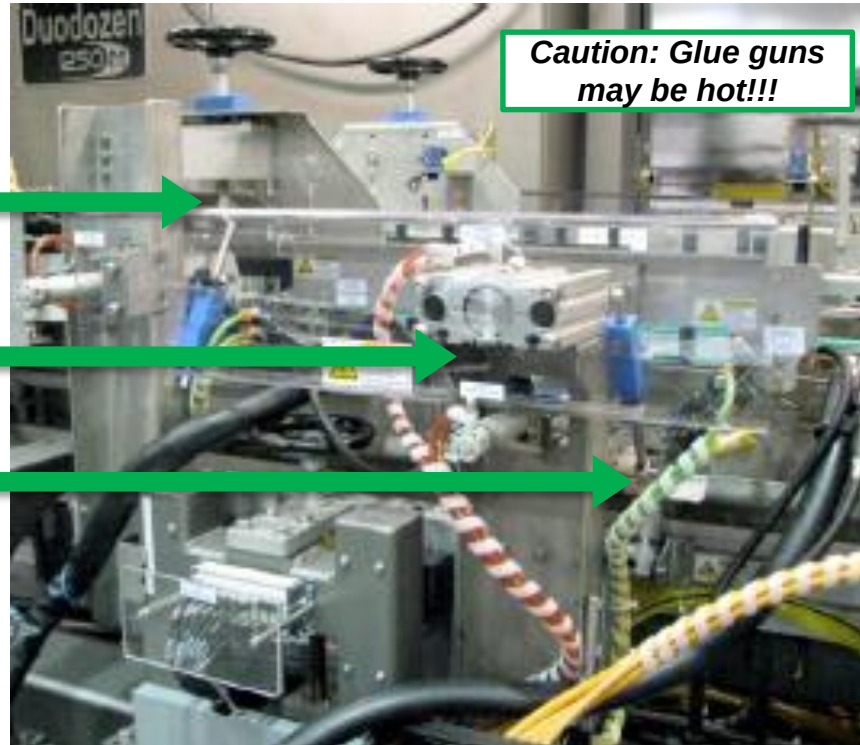
Wipe down surfaces with warm
wet rag then blow off.....

**Caution: Glue guns
may be hot!!!**

Top folder

Front guard

Bottom Folder



Warm wet rag/air blow off - 05

***Note: Remove excess glue on guides.
DO NOT USE METAL TO REMOVE
GLUE!***

Accelerator Belts

Use plastic scraper to remove
glue buildup from.....

Belts



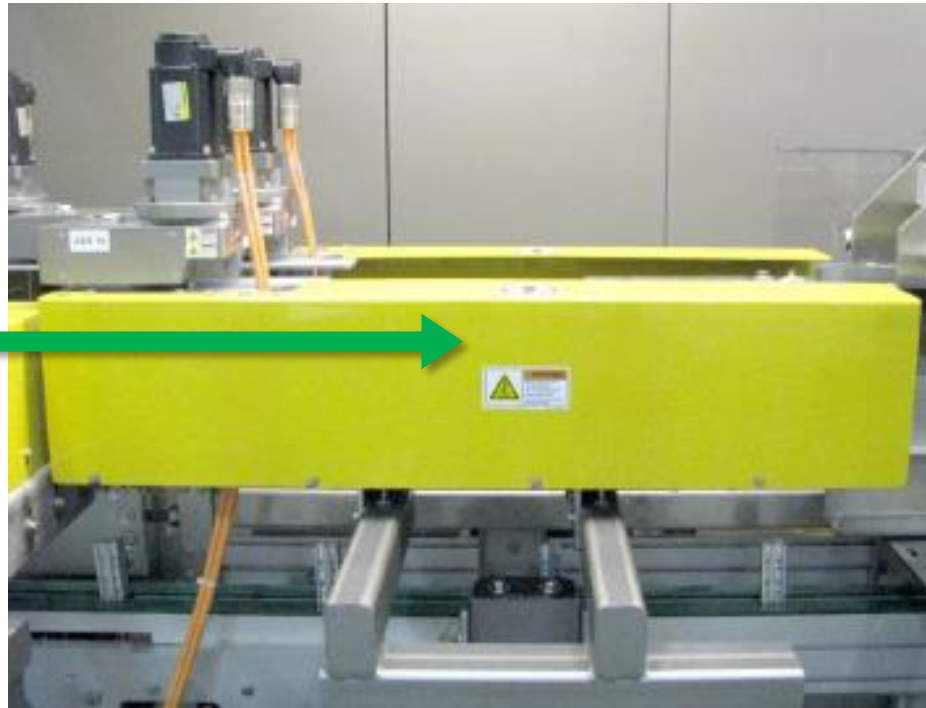
Warm wet rag/air blow off - 06

***Note: Wipe down flat surfaces with warm wet rag.
Periodically remove covers to clean debris and build up.***

Compression Belts

Use plastic scraper to remove
glue buildup from.....

Belts

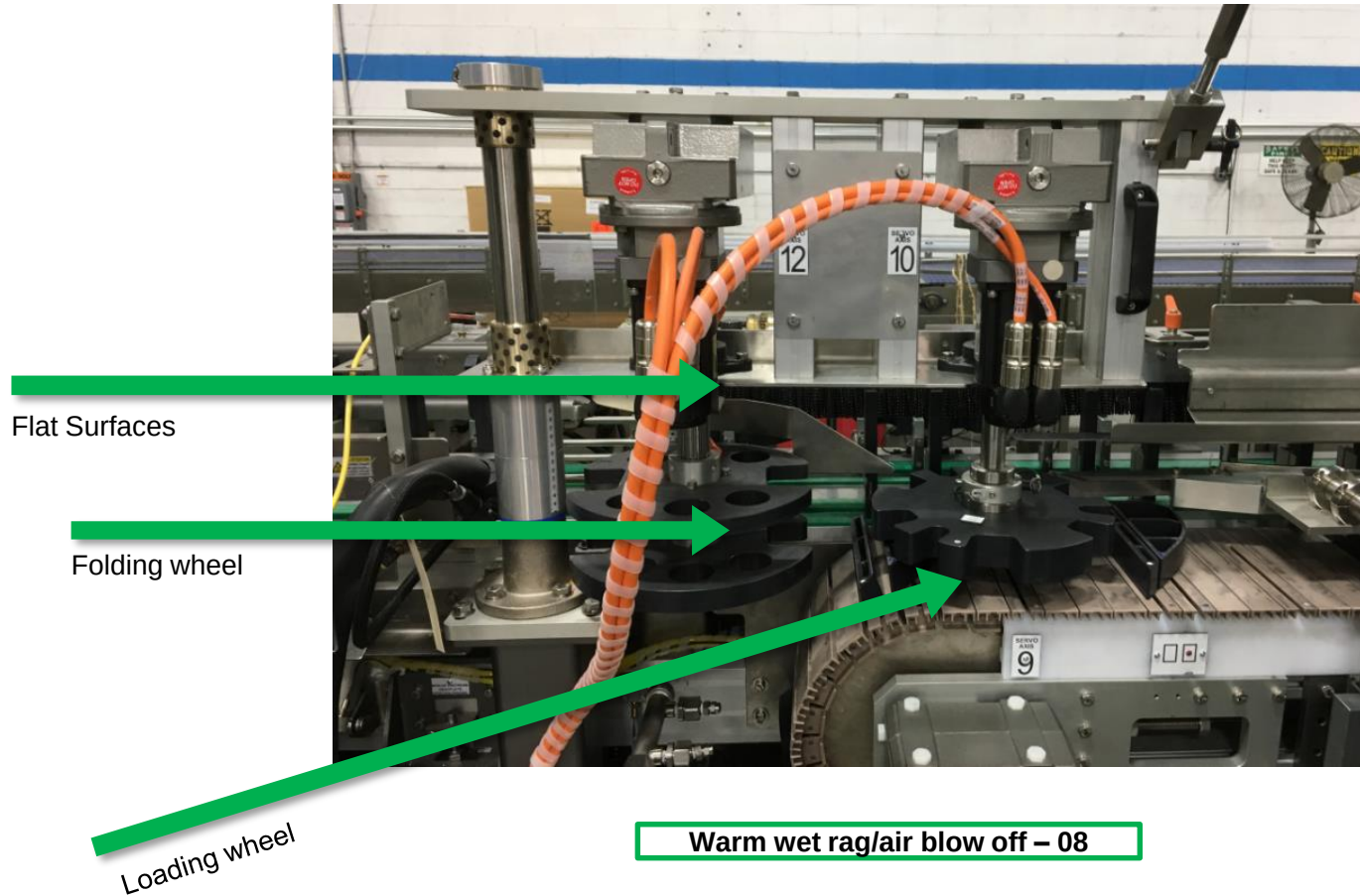


Warm wet rag/air blow off - 07

***Note: Wipe down flat surfaces with warm wet rag.
Periodically remove covers to clean debris and build up.***

Non-op Side Loading & Folding Wheels

Wipe down then blow off.....



Note: No caustic detergents on machine.

Grouping Conveyor

Low pressure warm
water rinse using CIP or
hose.....

Conveyor belt & grouper lugs

CIP



Warm water rinse or CIP - 09

Note: Low pressure is anything 100 psi or less.

Metering Conveyor

Low pressure warm
water rinse using CIP or
hose.....



Warm water rinse or CIP - 10

Note: Low pressure is anything 100 psi or less.

Infeed Conveyor

Low pressure, warm
water rinse.....

Infeed Conveyor belt



Warm water rinse - 11

Note: Autoprime can be used to run infeed conveyor while rinsing.

Light Curtains

Wipe off light curtain lens.....



Light Curtains (4)



Dry cloth - 12

Flooring & Horizontal Surfaces

Wipe clean then blow off.....

Flooring



Sponge mop/air blow off - 13

Glue Unit

Wipe down outside of unit.....

Glue Unit



Warm wet rag - 14

Sensors

Remove dust buildup from.....



Photocell Sensors (8)



Ultrasonic Sensors (9)

Dry cloth - 15

Vacuum Pumps

Vacuum Pumps



Blow out vacuum filters weekly.....



Replace vacuum filters quarterly.....

Replace/ air blow off - 16

Thank you.

