# **Tesla GFNY EVS Best Practices**

**Best Practices Guide**

## **📌 Objective**

Help **all shifts** improve performance by following these proven strategies, ensuring consistency, accountability, and compliance across the entire Tesla GFNY site.

## **Cleaning Efficiency & Task Completion**

### **Follow Assigned Cleaning Zones**

* Each cleaner must stick to their **designated cleaning zone**.
* Leads/Supervisors must **ensure full coverage—no skipped areas**.

## **Time Management & Workflow**

* Break tasks into **work periods**:
  + **Before 1st break** → High-traffic areas (cafés, restrooms).
  + **Before lunch** → Detail cleaning & rechecks.
  + **After 2nd break** → Final touch-ups & stocking for the next shift.
* Stick to the **posted break schedule**—no unscheduled pauses.

## **Equipment & Supply Management**

### **Stock & Maintain Equipment Daily**

* **All carts must be stocked** before shift end.
* **Ride-on & walk-behind scrubbers must be cleaned and stored properly.**
* **Vacuum filters & dustbins must be emptied before return.**

### **Sign-Out Equipment Process**

* Employees must **sign out and return**:
  + I-Mops
  + Scrubbers
  + Vacuums
* Any **damaged or missing equipment** must be reported immediately.

## **Restrooms & Showers**

### **Critical Cleaning Focus Areas**

* **Sinks, toilets, urinals, and partitions spotless.**
* **Floors fully mopped and dry before leaving.**
* **Check for trash, paper clogs, and low dispensers.**

### **Double-Check Work Before Leaving**

* **Restroom rechecks must happen before shift end** to prevent handoff issues.
* Supervisors must **walk restrooms before finalizing the shift.**

## **Cafés, Kitchens & Break Rooms**

### **Deep Clean After Heavy Use**

* Wipe down **tables, chairs, counters, and appliances.**
* **All trash emptied and bins relined.**
* **Vacuum/mop floors after peak hours.**

### **Stocking Responsibilities**

* **Coffee stations, napkin dispensers, utensils** replenished.
* **Refrigerators and microwaves wiped down daily.**

## **Hallways & Entrances**

### **Scrubbing & Floor Care**

* **Hallways scrubbed daily** (Front hallway after 7:00 PM).
* **Mats vacuumed and repositioned correctly.**

### **Entry Points & High-Visibility Areas**

* **Windows, door handles, and lobbies wiped regularly.**
* **Trash bins emptied to prevent overflow.**

## **Janitorial Closets & Shift Handover**

### **Organized Closets = Faster Work**

* **Supplies neatly stored.**
* **Spills or leaks cleaned immediately.**
* **Supervisors check stock levels and reorder as needed.**

### **Leave It Ready for the Next Shift**

* **No dirty rags, mop heads, or trash left behind.**
* **Checklists completed and signed off by Leads before shift ends.**

## **Accountability & Communication**

### **Report Maintenance Issues**

* **Walls, dispensers, equipment damage reported via Tesla’s maintenance ticketing system.**
* **No excuses—document the issue immediately.**

### **Supervisor & Lead Responsibilities**

* **Perform walkthroughs** at shift start, mid-shift, and end-of-shift.
* **Address employee concerns proactively.**
* **Track/document issues for continuous improvement.**

## **📝 Detailed Shift Reporting & Handoffs**

* Each shift must submit an **honest and complete shift report** before leaving.
* **Outgoing Manager/Lead** documents: zone coverage, issues, and unresolved tasks.
* **Incoming Manager/Lead** confirms condition of zones and reports discrepancies.
* Reports must be logged into **Teams/Outlook + CMMS (Jira)** as required.
* **Incomplete or vague reports = noncompliance**; detailed notes ensure accountability.

## **📱 QR Compliance**

* **Scan on Exit Only** – after all tasks in the zone are fully complete.
* **No entry scans**; compliance is tied to **completion**.
* **Notes required** for supply shortages, damages, or hazards.
* Notes automatically flag Managers/Leads as **action items**.
* **Urgent issues** (hazards, equipment failure) must be logged in QR Notes **and verbally reported**.
* **Missed scans = missed zone** in EVS X-Ray, triggering compliance review.

## **Final Notes**

* **These best practices apply to all shifts**—consistency ensures reliable service across Tesla GFNY.
* **Accountability matters**—hold every team member responsible for tasks and reporting.
* **If issues arise, report immediately instead of passing them to the next shift.**
* **Shift reports + QR scans = the official record** of compliance, coverage, and accountability.