# **🚨 DAILY EoS PROCEDURES 🚨**

**ESFM Tesla GFNY – Janitorial Staff**

At the end of each shift, all janitorial employees must complete the following steps before clocking out.  
 ⚠️ **Failure to comply may result in disciplinary action.**

## **🛠️ 1. EQUIPMENT & CART MAINTENANCE**

✅ Return all carts to **Mechanical Room B** (or assigned storage area).  
 ✅ Remove all used rags & flat mop heads; place them in the dirty laundry bin.  
 ✅ Roll the dirty laundry bin to the Laundry Area for collection.  
 ✅ Restock carts for the next shift (fresh rags, liners, paper products, chemicals).  
 ✅ Check, empty, and clean all I-Mops, vacuums, and scrubbers after use.  
 ✅ Sign out & return all equipment properly (I-Mops, vacuums, scrubbers, etc.).

## **🗑️ 2. TRASH & RESTOCKING**

✅ Empty all trash bins and replace liners.  
 ✅ Ensure janitorial closets & storage rooms are neat and organized.  
 ✅ Restock restroom carts, food service areas, and breakrooms as assigned.  
 ✅ Report low stock levels to your Supervisor immediately.

## **📋 3. ASSIGNED ZONE – FINAL WALKTHROUGH**

✅ Re-check your assigned zone(s) for **missed tasks or details**.  
 ✅ Ensure all floors in your area are clean, dry, and safe before leaving.  
 ✅ Confirm restrooms in your zone are stocked and odor-free.  
 ✅ Verify lobbies, entrances, or other assigned areas are neat, hazard-free, and professional.  
 ✅ Make sure **no tools, supplies, or personal items** are left behind.

## **⚠️ 4. SUPERVISOR CHECK-IN & CLOCK OUT**

✅ Report any issues (equipment problems, spills, stock shortages, hazards) to your Supervisor before leaving.  
 ✅ Wait for Supervisor clearance if spot-checks are required.  
 ✅ Clock out on time – no lingering in work areas.

🔹 **Note:** Supervisors will conduct random spot checks to ensure compliance. Failure to follow these procedures will result in corrective action.

📌 **Follow these steps every shift to keep operations safe, smooth, *and ready for the next team.***