# **🚨 DAILY END-OF-SHIFT PROCEDURES 🚨**

**ESFM Tesla GFNY**

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

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

✅ Return all carts to Mechanical Room C (or assigned storage area).  
 ✅ Remove all used rags & flat mop heads and place them in the dirty laundry bin.  
 ✅ Roll the dirty laundry bin to the laundry area for collection.  
 ✅ Ensure all carts are stocked for the next shift (fresh rags, paper products, etc.).  
 ✅ Check, clean & empty 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 as needed.  
 ✅ Ensure janitorial closets & Mechanical Room storage areas are clean and organized.  
 ✅ Restock restroom carts, food service areas, and break rooms if applicable.  
 ✅ Report low stock levels to the manager immediately.

## **📋 3. FINAL FACILITY WALKTHROUGH**

✅ Check assigned areas for missed tasks.  
 ✅ Ensure all floors are mopped/scrubbed and dry before leaving.  
 ✅ Verify all security stations, lobbies, and entrances are cleaned.  
 ✅ Verify ALL restrooms have been correctly stocked and cleaned.  
 ✅ Confirm no tools or supplies are left in work areas.

## **📝 4. SHIFT REPORTING & HANDOFFS**

✅ **Outgoing Manager/Lead** must complete the official Shift Report before clocking out.  
 ✅ Include all zone coverage, issues, and unresolved tasks.  
 ✅ **Incoming Manager/Lead** must review the report and log discrepancies.  
 ✅ All staff must provide honest feedback to ensure no issues are passed to the next shift.

## **📱 5. QR COMPLIANCE**

✅ Scan **only on exit** when all tasks in a zone are complete.  
 ✅ **Every zone must be scanned before shift end.**  
 ✅ Use Notes in the QR system to log shortages, damages, or hazards.  
 ✅ Urgent issues (spills, broken equipment, safety hazards) must also be reported **verbally** to a Supervisor/Lead.  
 ✅ Missed scans = missed zone in compliance reporting.

## **⚠️ 6. SUPERVISOR CHECK-IN & CLOCK OUT**

✅ Report any issues (equipment malfunctions, spills, low stock, etc.) to the Supervisor.  
 ✅ Supervisors will conduct spot checks to confirm all zones and carts are ready.  
 ✅ Verify all shift reporting, QR scans, and tasks are complete before clocking out.  
 ✅ Clock out on time—no lingering in work areas.

🔹 **Note:** Supervisors will conduct spot checks to ensure compliance with equipment, carts, QR scans, and reporting. **Failure to follow these procedures will result in write-ups.**

📌 **Follow these steps every shift to keep operations safe, consistent, and compliant across Tesla GFNY.**