# **GFNY Offices / Training Rooms Training Manual**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

This manual defines **training requirements, daily duties, and QR compliance process** for all EVS personnel assigned to **Office Areas, Conference Rooms, and Training Rooms**. These are **professional presentation zones** where readiness, cleanliness, and layout accuracy directly impact Tesla’s workplace environment.

## **✅ Zone-Specific Training Tasks**

* **Furniture & Surfaces**
  + Wipe down desks, chairs, and other furniture.
  + Sanitize chair arms, handles, and touch points.
* **Floors**
  + Daily vacuuming (corner to corner).
  + Carpet extraction and spot removal on a scheduled basis.
* **Whiteboards & IT Equipment**
  + Clean whiteboards fully after each use; no leftover markings.
  + Wipe monitors, keyboards, phones, and other IT equipment as directed.
* **Room Reset**
  + Arrange furniture to match standard layout.
  + Verify neat and professional setup (chairs pushed in, tables aligned).
* **Trash & Recycling**
  + Collect trash/recycling from offices and training rooms.
  + Replace liners, wipe bin exteriors.
  + Report any unusual items, spills, or hazards to Manager.

## **📱 QR Process (Exit-Only Compliance)**

1. **Scan on Exit Only (Completion Rule)**
   1. Scan the QR code **only after all assigned work is fully complete** and you are leaving the zone.
   2. Do **not** scan on entry.
2. **Every Assignment Requires a Scan**
   1. Each time you finish work in the zone, scan before leaving.
   2. Missed scans = missed zone in EVS X-Ray.
3. **Use Notes for Issues**
   1. Log supply shortages, damages, safety hazards, or layout/furniture issues.
   2. Example: “Chair broken,” “Whiteboard marker out,” “Projector dirty.”
4. **Automatic Alerts**
   1. Notes generate **real-time action items** for Managers and Leads.
5. **Urgent Issues Protocol**
   1. For hazards (spill, broken furniture, IT issue), log in QR Notes **and verbally notify** a Manager/Lead immediately.

## **🎯 Standards to Remember**

* All surfaces should be **dust-free, sanitized, and organized**.
* Whiteboards must be left **completely clean** at end of service.
* Furniture reset = **aligned, professional, and ready for use**.
* Floors must be **vacuumed/extracted with no debris left behind**.
* QR scan on exit is mandatory to confirm coverage and accountability.