

Title: RCF Cleaning and Maintaining  
Checklist

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Owner: Ron Hall

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Page: 1 of 1



# RCF CLEANING AND MAINTAINING CHECKLIST

Place initials and date when completed in the blanks below:

## Cleaning

\_\_\_\_\_ 1. The days when product is shipped or received the floor must be swept and garbage disposed into the proper bin.

\_\_\_\_\_ 2. Every Friday the garbage bins and all other trash needs to be brought to Repackaging and disposed of in the blue dumpster.

## Maintaining

\_\_\_\_\_ 1. When receiving product you must rotate the product into inventory in its proper location.

\_\_\_\_\_ 2. When shipping product, you must ship the oldest to newest from inventory.

**Expeditor/Warehouse personnel:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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