

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Daily Duties Checklist**Number: **P12-FM-100-021**Owner: **Jason Bumgarner**Revision: **2**Effective Date: **05/16/2016**Page: **1 of 1****DAILY DUTIES CHECK LIST****to***Items to be done daily ~ Initial once completed*

<b>DAYS</b>		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Production</b>	Change Daily Affirmation Number							
	Forklift Checklists (All Shifts)							
	Magnet Check (All Hoppers)							
	Clean Chiller Basket							
	Is Drain Recovery Working?							
	Clean Water Recovery Basket							
	Check Floor Drains							
<b>Housekeeping</b>	Clean / Straighten Monitor Area							
	Clean / Straighten Operator Desks							
	Floors/Trash in Upper Warehouse							
	Floors/Trash in Lower Warehouse							
	Clean Break Room							
	Clean Bath Room							

<b>NIGHTS</b>		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Production</b>	Forklift Checklists (All Shifts)							
	Magnet Check (All Hoppers)							
	Clean Chiller Basket							
	Is Drain Recovery Working?							
	Clean Water Recovery Basket							
	50# Scale Check							
<b>Housekeeping</b>	Clean / Straighten Monitor Area							
	Clean / Straighten Operator Desks							
	Floors/Trash in Upper Warehouse							
	Floors/Trash in Lower Warehouse							
	Clean Break Room							
	Clean Bath Room							

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Quality Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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