

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **RCF Cleaning and Maintaining Checklist**Number: **R13-FM-100-084**Owner: **Brook Vaughn**Revision: **3**Effective Date: **4/18/16**Page: **1 of 1**

## RCF CLEANING AND MAINTAINING CHECKLIST

Place initials and date when completed in the blanks below

Week of: \_\_\_\_\_

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

MON	TUE	WED	THU	FRI	SAT	SUN

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

MON	TUE	WED	THU	FRI	SAT	SUN

**Maintaining***When receiving product you must rotate the product into inventory in its proper location.*

MON	TUE	WED	THU	FRI	SAT	SUN

*When shipping product, you must ship the oldest to newest from inventory.*

MON	TUE	WED	THU	FRI	SAT	SUN

**Expeditor / Warehouse personnel:**

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

**Supervisor:**

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

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