

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **West 1 Cleaning & Maintaining Checklist**Number: **R18-FM-100-207**Owner: **Freda Swanger**Revision: **0**Effective Date: **3/5/2018**Page: **1 of 1**

WEST 1 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, garbage bins & 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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