

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Repackaging Daily Cleaning Checklist**Number: **R13-FM-100-007**Owner: **Jeff Hill**Revision: **0**Effective Date: **06/27/13**Page: **1 of 1****REPACK DAILY CLEANING CHECKLIST**

Week of: _____ - _____

AREA	MON	TUE	WED	THUR	FRI	SAT	SUN
Restrooms							
Break-room							
Outside Smoke Area							
All Offices							
Front Lobby							
Time Clock Room							
Outside							
Blue Railing							
Vending Machines							
Warehouse Area							
Supply Room							
All Water Coolers							
Parking / Main Plant							
Front Parking Lot							
Front of Warehouse							
All Dock Areas							
Back of Repack Bldg							
Empty all Trash							
Glass doors/ Windows							

Please initial next to each area listed after cleaning or inspection.

REVIEWED BY: _____

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