
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Facilities Maintenance (External)</b>	Number: <b>M12-PR-200-025</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>1</b>	
	Effective Date: <b>05/20/13</b>	Page: <b>1 of 1</b>	

## 1.0 Purpose

The purpose of this procedure is to define facilities maintenance at Manufacturing and Repackaging facilities, Waynesville, NC 28786

## 2.0 Scope

The landscaping and grounds work is preformed by an outside company which is scheduled and monitored by the maintenance department. Scheduling varies according to the time/season of the year.

## 3.0 Responsibility

Maintenance

## 4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times. This includes wearing the appropriate protection for working at heights above six feet and using the appropriate lockout devises for any equipment. Safety is a condition of employment.

Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Proper tools for grounds maintenance

## 6.0 Procedure

1. Maintenance uses an outside contractor for landscape and grounds upkeep.
2. Grounds are manicured as needed.
3. Gutters are checked as needed.
4. Pesticide is handled by outside contractor on monthly basis using accepted industry practices.

## 7.0 Reference Documents

*Grounds Inspection Form*      *M13-PR-200-F025*

## 8.0 Change Information

Document review- updated format using new template and numbering system.

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