

Title: RCF Cleaning and Maintaining
Checklist

Number: R13-PR-100-F022a

Owner: Jeff Hill

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RCF CLEANING AND MAINTAINING CHECKLIST

Place initials and date when completed in the blanks below:

Cleaning

_____ 1. The days when product is shipped or received the floor must be swept and garbage disposed into the proper bin.

_____ 2. Every Friday the garbage bins and all other trash needs to be brought to Repackaging and disposed of in the blue dumpster.

Maintaining

_____ 1. When receiving product you must rotate the product into inventory in its proper location.

_____ 2. When shipping product, you must ship the oldest to newest from inventory.

Expeditor / Warehouse personnel:

Print: _____ **Sign:** _____ **Date:** _____

Supervisor:

Print: _____ **Sign:** _____ **Date:** _____

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