

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Daily Duties Checklist**Number: **P12-FM-100-021**Owner: **Joe Rogers**Revision: **1**Effective Date: **05/08/2015**Page: **1 of 1****DAILY DUTIES CHECK LIST****to***Items to be done daily ~ Initial once completed*

DAYS		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fork Lift Checks								
Production	Bagger to be calibrated each shift							
	Omni Belt Check (Top & Bottom)							
	Clean Chiller Basket							
	Drain Recovery is working							
	Clean Water recovery basket							
Housekeeping	Clean / Straighten Monitor Area							
	Clean / Straighten Operator Desks							
	Floors/Trash in Upper Warehouse							
	Floors/Trash in Lower Warehouse							
	Clean Break Room							
	Clean Bath Room							
	Street / Sump pump working							

NIGHTS		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fork Lift Checks								
Production	Bagger to be calibrated each shift							
	Omni Belt Check (Top & Bottom)							
	Clean Chiller Basket							
	Drain Recovery is working							
	Clean Water recovery basket							
Housekeeping	Clean / Straighten Monitor Area							
	Clean / Straighten Operator Desks							
	Floors/Trash in Upper Warehouse							
	Floors/Trash in Lower Warehouse							
	Clean Break Room							
	Clean Bath Room							
	Empty Trash Cans							
	Clean Parking lot / Entrance							
	Street / Sump pump working							

Manager Signature: _____

Date: _____

Quality Signature: _____

Date: _____

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