

WAREHOUSE LOG

DATE _____ / _____ through _____ / _____

		Mon	Tue	Wed	Thu	Fri
DAY SHIFT						
	Do daily fork lift check					
	Check for Torn Bags and salt in floor					
	Do damaged Rack check					
	Clean side office entrance					
	Warehouse Trash Pick up					
	Straighten up Desks					
	Restock Toiletries					
	Run Floor Scrubber					
NIGHT SHIFT	NIGHTS					
	Check for Torn Bags and salt in floor					
	Do damaged Rack check					
	Warehouse Trash Pick up					
	Do daily fork lift check					
	Combine like pallets to maximize bin space					
	Organize and straighten upper warehouse					
	Clean drian pipe at Creek					
	Run Floor Scrubber					
Initial box when complete Skip tasks on days with shaded boxes						
	Supervisor Signature	<div style="border-bottom: 1px solid black; width: 80%; display: inline-block;"></div>				

12/22/2008