

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **RCF Cleaning and Maintaining Checklist**Number: **R13-PR-100-F022a**Owner: **Jeff Hill**Revision: **1**Effective Date: **6/18/2013**Page: **1 of 1**

RCF CLEANING AND MAINTAINING CHECKLIST

Place initials and date when completed in the blanks below:

Cleaning

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

MON.	TUE	WED	THU	FRI	SAT	SUN

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

MON.	TUE	WED	THU	FRI	SAT	SUN

Maintaining

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

MON.	TUE	WED	THU	FRI	SAT	SUN

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

MON.	TUE	WED	THU	FRI	SAT	SUN

Expeditor / Warehouse personnel:

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

Supervisor:

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

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