

**DAILY DUTIES ~ CHECK LIST****to***Items to be done daily ~ Initial once completed*

<b>DAYS</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bagger to be Cal. Each shift							
Elevator Checks ( top & Bottom )							
Clean Monitor Desk							
Lose trash in U. Warehouse Floor							
Lose trash in L. Warehouse Floor							
Is Drain Recovery Working							
Clean Drain Recovery filter							
Street / Sump pump working							
Dust Collector on Recovery Water							
Clean Break Room							
Clean and Straighten Oper. Desks							
Check plant for hose in the floor							
Number of Sacks tied for next shift							

<b>NIGHTS</b>							
Bagger to be Cal. Each shift							
Elevator Checks ( top & Bottom )							
Lose trash in U. Warehouse Floor							
Lose trash in L. Warehouse Floor							
Empty Parking Lot Trash Can							
Parking Lot - Office Entrance							
Clean and Straighten Oper. Desks							
Street / Sump pump working							
Is Drain Recovery Working							
Clean Drain Recovery filter							
Dust Collector on Recovery Water							
Clean Break Room							
Clean Bath Room							
Empty Trash Cans							
Number of Sacks tied for next shift							