|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **GILES CHEMICAL ~ PREMIER MAGNESIA** | | | Main Giles Logo |
| **Company Form** | | |
| Title: Repackaging Daily Cleaning Checklist | | Number: R13-FM-100-007 |
| Owner: Cody Akins |  | Revision: 01 |
| Effective Date: 6/19/18 |  | Page: 1 of 1 |

Week of: \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AREA** | **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** | **SUN** |
| Restrooms |  |  |  |  |  |  |  |
| Break-room |  |  |  |  |  |  |  |
| Outside Smoke Area |  |  |  |  |  |  |  |
| All Offices |  |  |  |  |  |  |  |
| Front Lobby |  |  |  |  |  |  |  |
| Time Clock Room |  |  |  |  |  |  |  |
| Outside |  |  |  |  |  |  |  |
| Blue Railing |  |  |  |  |  |  |  |
| Vending Machines |  |  |  |  |  |  |  |
| Warehouse Area |  |  |  |  |  |  |  |
| Supply Room |  |  |  |  |  |  |  |
| All Water Coolers |  |  |  |  |  |  |  |
| Parking / Main Plant |  |  |  |  |  |  |  |
| Front Parking Lot |  |  |  |  |  |  |  |
| Front of Warehouse |  |  |  |  |  |  |  |
| All Dock Areas |  |  |  |  |  |  |  |
| Back of Repack Building |  |  |  |  |  |  |  |
| Empty all Trash |  |  |  |  |  |  |  |
| Glass doors/ Windows |  |  |  |  |  |  |  |

Please initial next to each area listed after cleaning or inspection.

REVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.