

**Instructor Guide**

**SANITATION PROCESSES**

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**INTRODUCTION**

Sanitation is one of the most important processes performed by every type of business. Regulated by the U.S. Food and Drug Administration, manufacturers, processors, and packagers of drugs, medical devices, food and blood are required to take proactive steps to ensure that their products are safe, pure, and effective. This in turn, protects the consumer from purchasing a product which is not effective or which may be dangerous.

Everyone is responsible for the cleanliness and contamination-free environment in the work center. Sanitation is as important to the supply chain environment as water is to the desert, as air is to breathing, as stars are to the sky….you get the point!

Some companies may hire one or more employees to perform just sanitation duties. But remember, sanitation remains everyone’s responsibility!



**OBJECTIVES**

The information, activities, and practices provided you in this unit will enable you to:

1. Identify importance of sanitation as part of supply chain system

2. Understand sanitation guidelines and standards.

3. Explain the top three priorities for a Sanitation Technician.

4. Explain proper rack cleaning processes.

5. State Good Manufacturing Practices (GMP).

6. List safety standards.

7. Understand equipment usage and the role of certification.

8. Recommend ‘green’ or energy-saving solutions for your company.

**SYSTEMS THINKING**

Systems thinking is a way of seeing and talking about reality. Systems thinking helps us better understand and work with systems. A key to understanding any system is to know its purpose, either as a separate entity or in relation to a larger system of which it is a part.

By understanding how a supply chain system works, you will be able to (1) identify the role(s) you fill within the system for meeting sanitation requirements, (2) learn how to function more effectively and proactively within the system, (3) anticipate behavior of the system that effects sanitation practices, and (4) work with systems (rather than being controlled by them) to shape quality.

Key Characteristics of Systems Thinking:

* Interrelatedness
* Interdependence
  + No interdependence = just a collection
* Specific purpose
* All parts are required to carry out purpose
* Order of parts affects performance
* Maintain stability through feedback

Examples of Systems and Collections

Systems Collections

Football Team Kitchen

Toaster Database of names

Fruit (microscopic study) Fruit

Refrigerator Tools in a toolbox

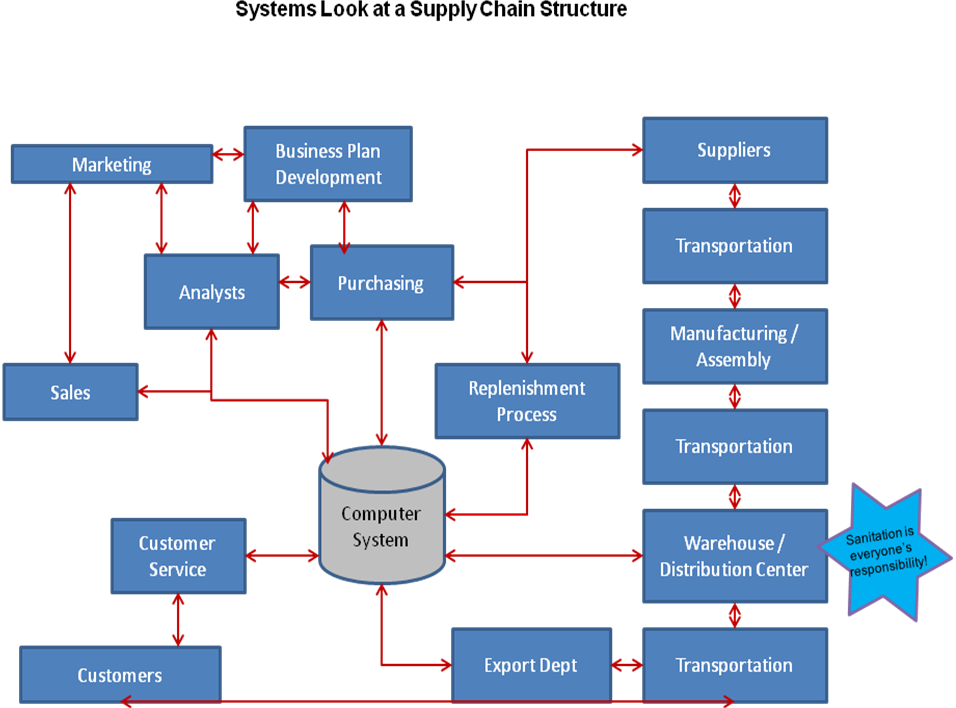
Microwave

Dishwasher

Each has specific purpose Not interrelated

Specific organization of parts Not interdependent

Example of Supply Chain System



All of these operations are interrelated and interdependent on the other to get the product to the customer. They cannot function independently. If the supplier does not receive orders from purchasing, the transportation department will not have products to deliver to either the stores or to the distribution centers. The products would stop moving. The one constant in all of these departments is sanitation. The facilities must meet government and company standards for cleanliness or face the repercussions.

**SANITATION GUIDELINES**

The purpose of sanitation guidelines is to promote receiving, handling, storage, and shipping of food and other related product items that will assure the continued delivery of safe, sanitary, and wholesome foods and products to the consumer.

The department(s) responsible for implementing the sanitation program establishes written procedures and maintains outlines showing responsibilities of each department member. Training for new employees and current employees is conducted periodically.

Each facility shall establish an effective written sanitation program utilizing Master Cleaning Schedules (also known as the Master Sanitation Schedule). This schedule identifies periodic cleaning tasks. Examples of tasks could include cleaning of floors, walls, light fixtures, storage slots, lower racks, dock areas, dock leveling plates, exterior grounds, etc. This written plan shall specify cleaning frequency and cleaning assignments. The Master Cleaning Schedule will need to be supported by an appropriate budget. Workers will need the correct tools, materials, equipment, monitoring devices, chemicals, and pest control materials to meet the requirements of the Master Cleaning Schedule.

Typically, weekly and monthly inspections of the facility shall be completed. These inspections monitor the level of compliance with the sanitation and food safety programs in place at the facility. In addition, supervisors shall conduct weekly inspections that focus on safety and general housekeeping practices in their respective areas of responsibility. All findings from these inspections shall be documented and kept on file.

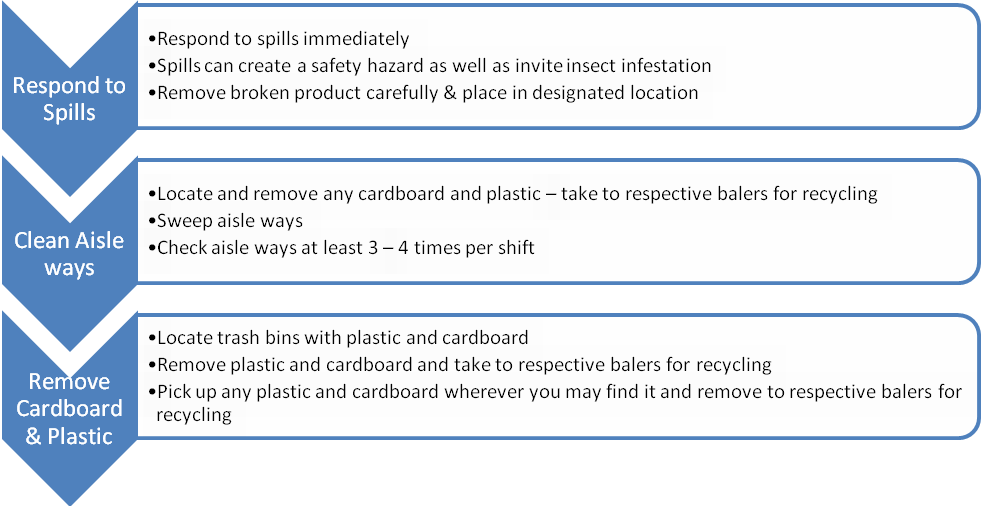
**SANITATION STANDARDS**



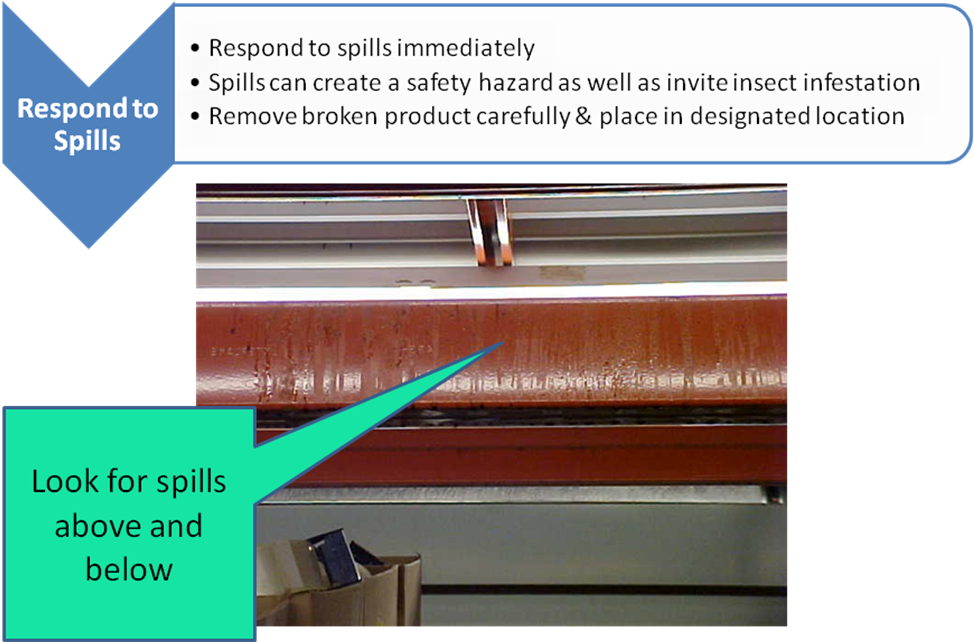
Each business facility will handle different and unique products that come with different sanitation standards. It is your responsibility to learn those standards and conduct your work to meet and adhere to those principles. You will learn the basic priorities needed for those products handled by the company where you work; i.e. if you work in a facility with cold storage the priorities will be different than those of a distribution center for pet food.

**SANITATION GUIDELINES –THREE TOP PRIORITIES**

In order to maintain the highest standards and comply with Good Manufacturing Practices, all sanitation tasks are considered to be important and critical. Shown below are three top priorities in maintaining a safe environment in a distribution center. The order of these priorities may vary depending upon the priorities of each facility.



**Priority 1**

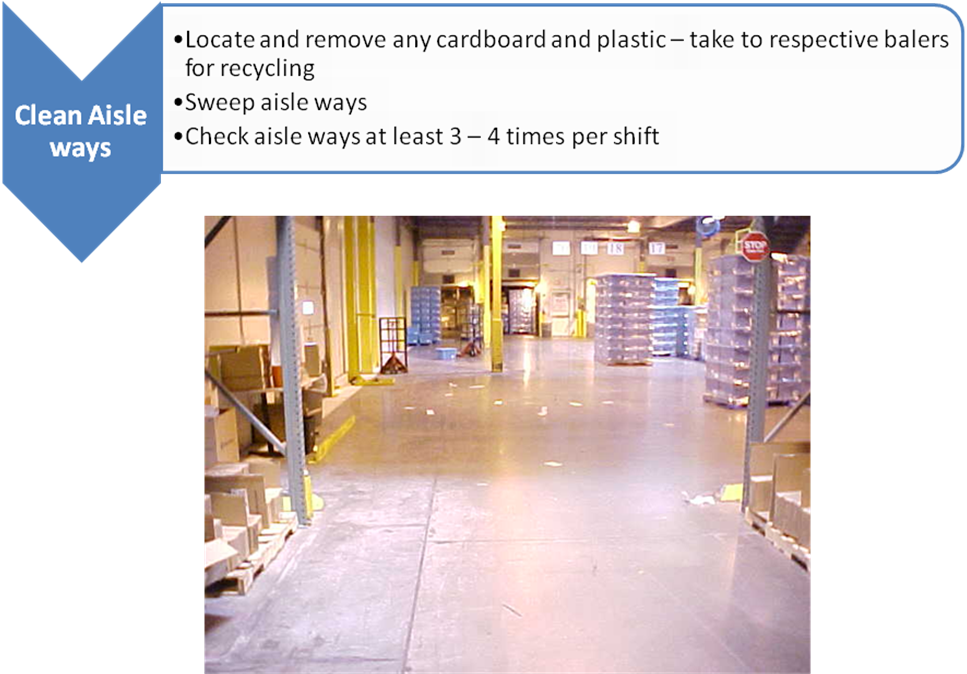


Spills can result from many items: liquids, dry goods, grains, nuts, powders, hazardous materials (including blood borne pathogens) and chemicals. Just think of going down the aisle at your local grocery store. Any item on the shelf could end up as a spill. A sanitation worker is responsible for making sure these spills are cleaned immediately. If you are the first to arrive, prevent others from entering the spill area. The entire area needs to be sanitized to prevent infestation and to promote a safe work environment. Once the product and area are cleaned up, transport the damaged product to the proper holding area for disposal.

One of the main challenges in properly cleaning the spill is to confirm the source of the spill. Many storage facilities and retail locations have product stacked up to eight racks high and the spill can be from any one of the racks above. Infestation and damage to product below the spill is always a possibility.

Remove all damaged product to designated area for inventory control purposes.

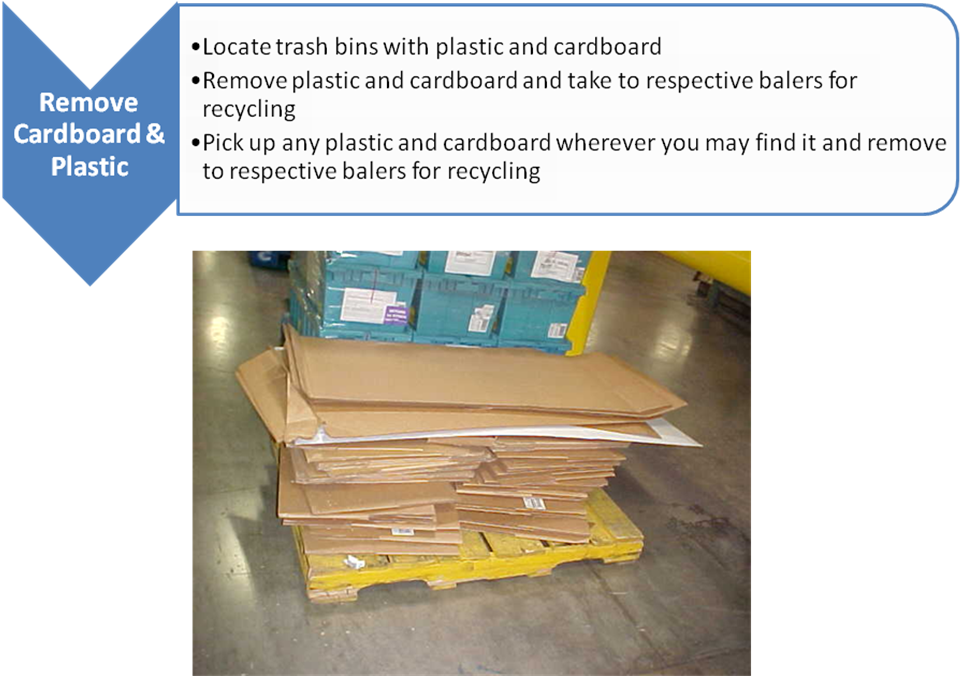
**Priority 2**



Keep storage aisles and walkways clean of debris. Practice good safety techniques when cleaning around other employees.

Cleaning warehouse aisles is a time consuming process. All aisles must be cleaned from one end to the other. As you sweep, locate and remove any excess cardboard and plastic. Take this material to the respective balers for recycling. Check for broken pallet pieces and take this material to the trash compactor for disposal. Check your assigned aisle ways as indicated on the cleaning schedule. This could be three to four times daily. Always stop and clean when debris is present. Pick up any plastic strapping material and take to trash compactor for disposal as this is not recyclable plastic. Locate and empty trash cans at the end of each aisle and prepare for use by putting in a fresh liner.

**Priority 3**



Locate storage bins for the cardboard and plastic and remove the material. Take all cardboard to the baler for compressing and recycling. Plastic must be a clear, soft material in order for it to be recycled. Remove all recyclable plastic and take to the plastic baler. Take any plastic that cannot be recycled and put in trash compactor for disposal. Any size pieces of cardboard and plastic must be picked up and taken to their respective balers for disposal. If you are assigned aisle ways, make sure you check them regularly. Perform sanitation tasks constantly, especially in the receiving and shipping areas, while conducting your daily cleaning duties.

**SYSTEMS STRUCTURE PERSPECTIVE**

Sanitation can look different from day to day. One day you might deal with a liquid spill, the next a dry spill, and the next a chemical spill. All of these spills represent events.

When you look at your work from a systems perspective, events are simply the occurrences we encounter on a day-to-day basis. From these events, patterns can form.

Patterns are the accumulated "memories" of events. When strung together they can reveal a trend.

What are some trends that might happen in a warehouse environment?

Damaged items Injuries

Outdated products Infestation

Late shipments Odors

On time deliveries

Others?

When you consider how to resolve or reward these trends, remember to consider the system structure as well as the people who work in the system.

**PROPER RACK CLEANING PROCEDURES**

All racking must be dusted and cleaned and free of any spills on any part of the racking and supports. There should be no mop strings, cobwebs, dirt, or grease in or around the feet of the racks, or on any surface of the rack railing.



The arrows indicate all the directions that are to be completely cleaned.

**Side View**

Check all rack spaces and remove product that has fallen in between shelves. Place product in proper slot or if not known, place in holding area for further disposal.

A good warehousing practice is to mark all pallets with the slot location before pulling the product from the slot. Then, mark all empty slots with a sticker or marker that designates the product has been removed. This sticker or marker is removed upon replacement of each pallet to its original location.

AC422

AC412

AC442

AC402

**MT**

**Front View**

Workers should become familiar with normal product labels and tags. For instance this sign should not be removed. This sign indicates that the product for this slot is currently out of stock.

**GOOD MANUFACTURING PRACTICES (GMP)**

GMP refers to Good Manufacturing Practice Regulations decreed by the U.S. Food and Drug Administration under the authority of the Federal Food, Drug and Cosmetic Act. These regulations, which have the force of law, require that manufacturers, processors, and packagers of drugs, medical devices, some food, and blood take proactive steps to ensure that their products are safe, pure and effective. GMP regulations require a quality approach to manufacturing, enabling companies to minimize or eliminate instances of contamination, mix-ups, and errors. This protects the consumer from purchasing a product which is not effective or could be dangerous. Failure of firms to comply with GMP regulations can result in very serious consequences including recall, seizure, fines and jail time.

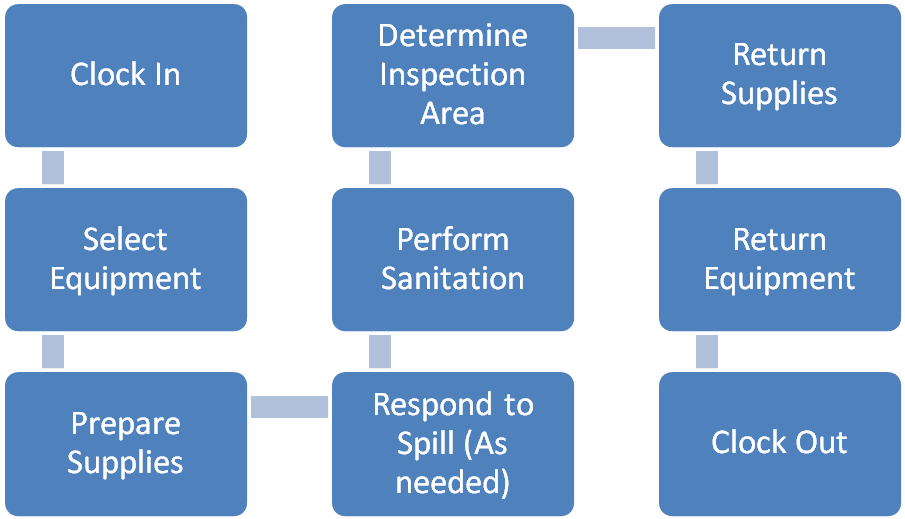
GMP regulations address issues including recordkeeping, personnel qualifications, sanitation, cleanliness, equipment verification, process validation, and complaint handling. Most GMP requirements are very general and open-ended, allowing each manufacturer to decide individually how to best implement the necessary controls. This provides much flexibility, but also requires that the manufacturer interpret the requirements in a manner which makes sense for each individual business.

Use the following website to obtain further information about GMP.

<http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/CurrentGoodManufacturingPracticesCGMPS/default.htm>

Training is a necessary approach to sustain a quality sanitation program. A company must first set the standards, and then train the employees to meet those standards of cleanliness and sanitation. Many companies utilize various methods such as Six Sigma, Total Quality Management, and PDCA (Plan, Do, Check, Act) to continuously improve their standards while maintaining adherence to GMP regulations.

**SAMPLE FLOW CHART**



The example above shows the multiple steps a worker can go through in the course of their daily activities. Remember, a flow chart only shows “what” is to be completed. It does not set the standards nor give the “how” of how to complete tasks.

**SAMPLE JOB BREAKDOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 7 | Drive safely to areas as needed | Adhere to all Stop signs | There is constant movement of equipment, people, and product in the warehouse-use caution at all times when driving |
|  |  | Use horn to signal/alert other drivers to your presence |  |
| 8 | Respond to spills immediately | Receive calls for spills either over radio or over loudspeaker | This is your number one priority! Every sanitation worker assigned to the floor will assist in cleaning spills in the warehouse - NO Exceptions! |
|  |  | Respond immediately | The spill can create a safety hazard and your immediate attention to detail will prevent further accidents |
|  |  | Fill in time, product, slot and quantity on Daily Spill Sheet | Use safety equipment if needed to protect yourself and others from further injury due to the spill |
|  |  | Take damaged product to holding area for further disposal | Remove broken product carefully so that you do not get cut or hurt. Be sure not to spread the damage by containing the broken product either in trash bag or tote. |

The sample job breakdown above gives the “how” of completing the tasks assigned to the employee. The first column relates to the steps listed on the flow chart. The second column relates key points the employee must complete to successfully accomplish the task. The third column sets the standards and explains the “why” for the employee.

**Instructor Note: A comprehensive job breakdown is included in Supplemental Material.**

**SAFETY STANDARDS**

No matter where you work you must maintain a safe environment. There are certainly a few more challenges performing sanitation on a distribution center with over two million square feet versus a 120 square foot office. However, safety standards are very much the same no matter the size of the facility. With the movement of product, comes the busy and congested work of the employees. OSHA (Occupational Safety and Health Administration) Standards (OSHA § 1910.178) dictate that only trained and authorized operators shall be permitted to operate a powered industrial truck. Research the website below for additional information.

<http://www.osha.gov/>

OSHA standards state that each facility must train and certify their own employees. Basically, if you worked at another distribution center driving powered equipment, you still need to attend training at the current facility.

The most common piece of equipment used in sanitation work is the pallet jack. The operator will load all of their cleaning supplies and equipment and travel to their designated section of the warehouse.



**SAFETY FIRST!**

Before loading your equipment on the pallet jack, you must first conduct an inspection of the equipment. You should use the Equipment Inspection Form provided by the facility and complete all of the necessary inspection steps. Many facilities require the operators to carry this inspection form with them for the entire duration of their shift.

Employees of a distribution center are expected to support the following safety guidelines:

1. Adhere to plant safety rules and practices.

2. Take responsibility for workstation by:

* Wearing required personal protective equipment
* Performing work assignments in a safe manner
* Correcting unsafe conditions and practices over which they have control
* Maintaining cleanliness and good housekeeping

3. Immediately report all accidents, injuries and symptom of chemical exposure to supervisor.

4. Immediately report unsafe conditions or practices to supervisor.

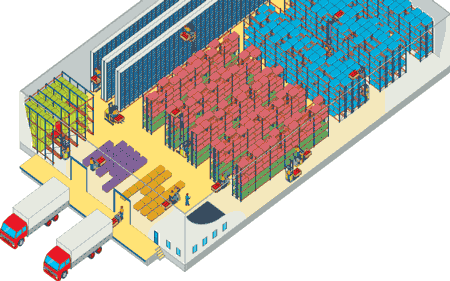
5. Know emergency procedures and the role they hold in an emergency.

6. Actively participate in the facility safety program as it relates to local, state, and federal safety standards.



**CASE STUDY**

Today's Foods distributes food products to multiple convenience store chains in the metropolitan area. Today's Foods has 45,000 square feet of storage space and employs 125 employees: 60% work from 6:00 a.m. to 2:30 p.m. and the rest work from 2:30 p.m. to 11:00 p.m.. They currently employ one sanitation worker who shares responsibility with all employees for keeping the facilities and outside grounds in compliance with Good Manufacturing Practice standards. Today's Foods has set expectations for how long the sanitation processes should take an average worker to accomplish. A schedule is established for each month and cascades down to daily tasks. Despite constant emphasis on safety and good manufacturing practices, personnel mishaps and product damage still occur.



As workload increases and the pressure to perform rises, some workers will deem housekeeping expendable. What those workers don't realize is that the greater the pressure to perform, the more important housekeeping functions become. You have noticed that some of your coworkers have started to lean empty pallets against bin rows and push empty boxes and used plastic wrap under conveyors. This normally happens when they fall behind their productivity quotas. Also, a few employees put up signs indicating a spill but never return to clean it up.

**Case Study Questions**:

1. What housekeeping standards must a warehouse maintain? List at least three Good Manufacturing Practices requirements that apply to warehouses. Who establishes these rules?

Clean floors, walls, and racks. Outside area neat and pest free. Inside pest control.

1. What impact does poor housekeeping have on work flow? Productivity? Sanitation?

Debris can turn bin rows into obstacle courses. Accidents can increase. Product can get intermingled with trash. People will have to work around trash? Building can become infested. People can get sick. Morale can decrease. Absenteeism can rise.

1. How does an organization implement and manage a clean warehouse?

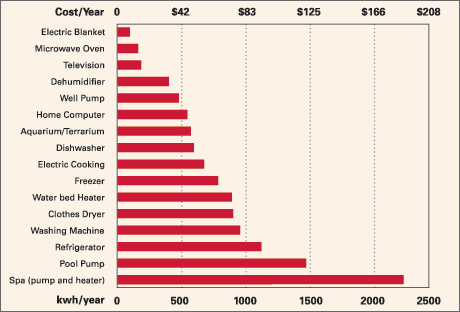
Daily and weekly cleaning schedules; adherence to good manufacturing practices; setting company policy and standards for clean-up; holding everyone accountable for housekeeping and sanitation.

1. What can a warehouse manager do to make it convenient for people to do what is expected? (For example, if garbage is the problem, what can be done?)

Increase the number of waste receptacles, place spill kits closer to liquid storage areas, mark cleaning supplies stations clearly. Ensure consistent practices. Communication. Establish locations for bulk trash, pallets, plastics, recyclables, etc.

**GREEN SOLUTIONS FOR SANITATION**

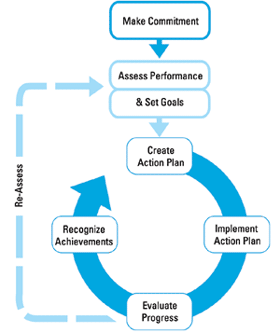
Going green not only in our business lives but in our personal lives is becoming an extremely important decision for each and every one of us. Improving the energy efficiency of the places where we work, play and learn helps us save energy, save money, and fight global warming. The graph below shows the average dollar and kilowatt usage for most home appliances per year.



When an individual or organization makes even small changes by going green, it will add up to big benefits for their wallets, for their health, and, of course, for the health of our planet. As energy, water, and other resources become less abundant and more costly, going green at a personal or business level becomes more practical. Fortunately, there are more new technologies and products coming to market than ever before that can help you achieve significant savings of both energy and money.

**Lab 1: Divide the students into small groups. Using the Energy Audit Checklist from the Supplemental Material direct each group to evaluate the questions, asking them to identify which items are done well and to recommend any necessary improvements.**

The steps shown below are guidelines suggested by Energy Star ([www.energystar.gov](http://www.energystar.gov)) as a way to help your organization become greener.



The list of potential green solutions is just a beginning. As you work in and around your environment, new ideas will form about how you can improve your green world. Search the additional websites listed below for more ideas that you can implement.

<http://www.greenseal.org/>

<http://dsireusa.org/>

<http://greenandsave.com>

<http://www.irecusa.org/>

<http://www.epa.gov/epp/>

<http://www.bpiworld.org/>

<http://www.cleanairmakemore.com/>

**Lab 2: Have students pick a web site and perform research to identify three actions a company can take to help protect the environment.**

Instructor Note: Share list of products that can help a company "Go Green!"



**SUMMARY**

Today we have discussed the world of sanitation in a distribution center and how important cleanliness standards and guidelines are to that environment. You should know the characteristics of a system as well as understand three top sanitation priorities:

* Respond to Spills
* Clean Aisle Ways
* Remove Cardboard and Plastic

Rack cleaning and deep cleaning are two more important steps in keeping any work environment free of infestation. GMP (Good Manufacturing Practices) provides the regulations decreed by the U.S. Food & Drug Administration ensures that product handling is safe, pure, and effective for the consumer.

A safe environment is promoted and practiced on a daily basis, especially by someone assigned to be a sanitation technician. But remember, sanitation is everyone's responsibility. Before taking on sanitation duties, ensure you receive the proper training and certification.

One person can enact changes in the world – even small changes – that will help protect and preserve our earth’s natural resources for future generations. Going green is the responsibility of each individual and each company. There are many websites and organizations available to help you decide which green changes you will help implement.

|  |  |  |  |
| --- | --- | --- | --- |
| **SAMPLE JOB BREAKDOWN** | | | |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 1 | Clock in | Swipe card in Kronos time clock | Obtain a radio. You are required to carry a radio at all times on channel #5 and respond to all calls on radio, paging system and perform any request from facilities ASAP. |
|  |  | Sign in at blue computer | This is done after all your equipment is readied and you are actually ready to start working. This is to make sure your time is properly allocated for accounting purposes |
| 2 | Perform preshift stretch | Perform exercise with entire crew before starting your day | This helps limber up your muscles and helps prevent physical problems with your daily routine |
| 3 | Inspect Pallet Jack & fill out Equipment Inspection Form | Use the Equipment Inspection Form and inspect the Pallet Jack to make sure all is working and safe to use |  |
|  |  | Sign the form and obtain either your supervisor's or in the case of their absence, obtain the signature of another supervisor |  |
|  |  | Carry this form along with your license at all times while operating in the warehouse |  |
| 4 | Prepare & load your supplies onto Pallet Jack | Trash can with extra liners (black) | All trash cans are to have liners in them at all times!!! |
|  |  | Mop bucket and mop (clean water) |  |
|  |  | Lambs wool duster |  |
|  |  | Push and/or angled broom |  |
|  |  | Dust pan |  |
|  |  | Spray bottle with cleaners |  |
|  |  | A box of Wypalls |  |
|  |  | A case hook (optional) |  |
|  |  | Scraper for removing tape/stickers from floor |  |
|  |  | Wet floor sign(s) |  |
| 5 | Check every aisle on your way to your assigned area | Check all aisleways for cardboard and trash and sweep as needed | Sanitation is a team effort and we all need to work together in helping each other & keeping the facility clean. If it's in the building, it is your job! |
| 6 | Gather plastic located in blue bins for recycling | Use a black trash bag and gather all plastic located in bins and on the floor. | This is done 3 - 4 times daily |
|  |  | Take the full trash bag to plastic baler for crushing and recycling |  |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 7 | Check white line for cleanliness | Look for product that has fallen back and put it back in proper place |  |
|  |  | Sweep and mop and keep this area completely clean and free of debris, trash and product |  |
|  |  | Check for any signs of insects and rodents | Report this immediately to your supervisor |
| 8 | Drive safely to areas as needed | Adhere to all Stop signs | There is constant movement of equipment, people, and product in the warehouse - practice Caution at all times when driving |
|  |  | Use horn to signal/alert other drivers to your presence |  |
| 9 | Respond to spills immediately | Receive calls for spills either over radio or over loudspeaker | This is your number one priority! Every sanitation worker assigned to the floor will assist in cleaning spills in the warehouse - NO Exceptions! |
|  |  | Respond immediately | The spill can create a safety hazard and your immediate attention to detail will prevent further accidents |
|  |  | Fill in time, product, slot and quantity on Daily Spill Sheet | Use safety equipment if needed to protect yourself and others from further injury due to the spill |
|  |  | Take damaged product to bullpen for further disposal | Remove broken product carefully so that you do not get cut or hurt. Be sure not to spread the damage by containing the broken product either in trash bag or tote |
| 10 | Sweep aisles | Use push broom and walk down one side of the aisle pushing trash & debris to the other side. Once one side is completed do a wide sweep into the end of the aisle, sweeping all the way and continue down opposite side, picking up all trash with broom | Be sure to stay out of way of selectors as they work. |
|  |  | Once completed an entire aisle, pick up the trash with dustpan and dispose of in your trash bin | Watch for sharp objects such as wood splinters and nails when picking up trash |
|  |  | Pull product out to edge making it easier for selectors to pull |  |
|  |  | Sweep in between pallets |  |
|  |  | Check for any signs of insects and rodents | Report any signs immediately to your supervisor |
|  |  | Use long handle scraper to remove all tape and stickers on floor |  |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 11 | Pick up product laying on floor & return to proper space | Pick up any product laying on floor and put it back in proper space | If proper space cannot be readily located, put product in yellow bin |
|  |  | Check for damage to product before returning to space |  |
| 12 | Practice safety at all times | Walk in designated areas when in warehouse |  |
|  |  | Watch for equipment, people and product |  |
| 13 | Pick up any plastic straps on floor | Pick up any plastic straps laying on floor | This will prevent someone slipping and falling |
|  |  | Put straps in trash can | These straps cannot be recycle and DO NOT go into plastic baler. |
| 14 | Cut plastic straps on product and remove | Go up and down aisleway and cut plastic straps on product and remove | This facilitates ease of selecting as well as prevents any straps laying on floor |
|  |  | Pull product out to edge making it easier for selectors to pull |  |
| 15 | Collect any damaged, opened & lost product & put in yellow bins | Look for product that has been damaged in the aisleways, on end caps and just about anywhere |  |
|  |  | Check for damage and put product in yellow bins if damaged |  |
|  |  | Close case if product is opened and undamaged and put back in proper space |  |
|  |  | Put product in yellow bin if proper space is not readily found |  |
| 16 | Dust racks & rails | Use Dust Magnet spray and a Wypall or duster bruch | If stain is from a spill, use general purpose cleaner to wipe down |
| 17 | Clean receiving while they are on their breaks & lunches | Gather all plastic in black trash bag for recycling | It is best to do this while receiving is on their breaks and lunch. But it needs to be done at least 3 times daily |
|  |  | Gather all cardboard for recycling from gray bins as well as any on the floor |  |
|  |  | Gather all trash and replace liners if needed | Be careful of wood & nails thrown in trash containers |
| 18 | Change mop water & clean mop often | Return to Sanitation cage as mop and mop water get dirty to change and clean | Clean mop and water facilitates the cleaning of spills |
|  |  | Hang mop up and use sprayer to clean it thoroughly |  |
|  |  | Fill cleaned mop bucket with Quick Fill Tank | Add a small amount of bleach if for greasy, oily spill |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 19 | Obtain cherry picker & clean all things high in receiving | Swap with someone if not authorized to operate equipment | This task is assigned by supervisor - usually bi-annually |
| 20 | Practice safety & caution at all times | Use masks, ear plugs, knee pads and eye goggles when needed to protect yourself | These supplies are there for your protection |
| 21 | Clean eye stations (3) once a week & fill out form | Wipe all eye stations with wypall and general cleaner |  |
|  |  | Fill out form in cage upon completion of this task |  |
| 22 | Take yellow bin items to bullpen | Pick up items from yellow bins located in aisles and take to bullpen area | Other employees will research and take care of these bullpen items |
| 23 | Cover for absent employees by cleaning & checking their assigned areas | Clean and check the area assigned to the absent employee | Sanitation is a team effort and we all need to work together in helping each other & keeping the facility clean. If it's in the building, it is your job! |
| 24 | Clean end caps | Check area by end caps for any misplaced product |  |
|  |  | Take product to correct place or put in yellow bin if correct place not known |  |
|  |  | Sweep and mop and keep this area completely clean and free of debris, trash and product |  |
| 25 | Clean & supply water fountains | Empty water tray if needed |  |
|  |  | Put cups in cup dispenser if needed |  |
|  |  | Clean the fountain | Ask yourself "Would I drink out of this fountain?" and clean completely |
| 26 | Check & clean phones | Pick up each phone as you are in the area and check to make sure it is in working order |  |
|  |  | Clean and sanitize phone | This helps prevent spreading germs |
| 27 | Notify supervisor of evidence of infestation | Clean up any spills immediately to avoid infestation or further contamination |  |
|  |  | Remove product and dump outside | Notify supervisor that you are doing this |
|  |  | Bring container/dumpster back in and wash in bay at the cage are |  |
|  |  | Notify Inventory Control with information (slot number, amount of product, etc.) of infestation immediately upon discovery |  |
| **IMPORTANT STEPS** | | **KEY POINTS** | **REASONS** |
| 28 | Clean fire extinguishers | Wipe down all fire extinguishers |  |
|  |  | Keep the area clear so extinguishers are readily available |  |
| 29 | Wash ALSW & Fry's outside windows | Sweep any cobwebs from building and seating areas | This is done twice a month or as needed. The area includes from Security on the north side of ALSW, to the east side, the south patio areound to the south side of the Fry's office. |
|  |  | Empty trash if needed |  |
|  |  | Wash windows for the entire area as needed |  |
| 30 | Perform deep cleaning once a month | Sweep, mop and dust entire empty rack area including legs and the entire aisle | The turret/fork lift drivers will clear the product out from each rack so that deep cleaning can occur |
|  |  | Notify turret/fork lift drivers upon finishing and they will put product back in proper rack |  |
|  |  | Obtain supervisor's inspection before aisleway is released back to Production, Receiving or Inventory Control |  |
| 31 | Remove your supplies from Pallet Jack | Remove all of your own supplies from Pallet Jack and store in designated area |  |
|  |  | Fill any spray bottles for next day use before putting away |  |
| 32 | Clean Pallet Jack for next shift's use | Use air hose and clean Pallet Jack, remove all trash and personal belongings | Clean Pallet Jack thoroughly for next shift - not doing so could cause a breach in our team effort and cause the next shift extra time and effort! |
| 33 | Clean trash can inside & out | Use the water hose and clean trash can completely |  |
| 34 | Clean mop & mop bucket | Hang mop up and use sprayer to clean it thoroughly |  |
|  |  | Clean out mop bucket for next person's use |  |
|  |  | Turn upside down so it may dry out between uses |  |
| 35 | Perform other duties as assigned | Receive any other duties from supervisor and perform as directed | Sanitation is a team effort and we all need to work together in helping each other & keeping the facility clean. If it's in the building, it is your job! |
| 36 | Clock out | Clock out for lunch and at end of day |  |
|  |  |  |  |

**SAMPLE DAILY CHECKLIST**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRIORITY** | ***DAILY*** | **WHEN/HOW OFTEN** | **CHECK EACH TIME COMPLETED** | | | | | **REASONABLE EXPECTATIONS** |
|  | Inspect Pallet Jack & fill out form |  |  |  |  |  |  |  |
|  | Prepare & load supplies |  |  |  |  |  |  |  |
|  | Perform preshift stretch |  |  |  |  |  |  | What |
|  | Check every aisle on way to your assigned area |  |  |  |  |  |  | Is a |
|  | Gather plastic located in blue bins for recycling |  |  |  |  |  |  | reasonable |
|  | Check white line for cleanliness |  |  |  |  |  |  | expectation |
|  | Take yellow bin items to bullpen |  |  |  |  |  |  | of how long |
|  | Respond to spills immediately |  |  |  |  |  |  | it should |
|  | Sweep aisle ways |  |  |  |  |  |  | take to do |
|  | Pick up product laying on floor & return to location |  |  |  |  |  |  | each task? |
|  | Clean end caps |  |  |  |  |  |  |  |
|  | Pick up any plastic straps on floor |  |  |  |  |  |  |  |
|  | Cut plastic straps on product & remove |  |  |  |  |  |  |  |
|  | Collect any damaged, opened & lost product & put in yellow bins |  |  |  |  |  |  |  |
|  | Clean receiving |  |  |  |  |  |  |  |
|  | Change mop water & clean mop as needed |  |  |  |  |  |  |  |
|  | Check & clean phones |  |  |  |  |  |  |  |
|  | Clean & supply water fountains |  |  |  |  |  |  |  |
|  | Notify supervisor of evidence of infestation |  |  |  |  |  |  |  |
|  | Remove your supplies from Pallet Jack |  |  |  |  |  |  |  |
|  | Clean Pallet Jack for next shift's use |  |  |  |  |  |  |  |
|  | Clean trash can inside & out |  |  |  |  |  |  |  |
|  | Clean mop & mop bucket |  |  |  |  |  |  |  |
|  | ***WEEKLY*** |  |  |  |  |  |  |  |
|  | Dust racks & rails |  |  |  |  |  |  |  |
|  | Obtain cherry picker & clean all things high in receiving |  |  |  |  |  |  |  |
|  | Clean fire extinguishers |  |  |  |  |  |  |  |
|  | Take all full recycle bins to dock #10 on Tuesday evening |  |  |  |  |  |  |  |
|  | ***AS NEEDED OR ASSIGNED BY SUPERVISOR*** |  |  |  |  |  |  |  |
|  | Cover for absent employees by cleaning & checking their assigned areas |  |  |  |  |  |  |  |
|  | Perform other duties as assigned by supervisor |  |  |  |  |  |  |  |
|  | Perform deep cleaning once a month |  |  |  |  |  |  |  |

**ENERGY AUDIT CHECKLIST**

Lighting:

1. Is the facility using the most energy efficient lighting (Flourescent Mercury Vapor, etc.)?
2. Are there areas that have excessive or unneeded lighting?
3. Is the facility making effective use of available lighting, such as natural sun light?
4. Does the facility have lighting management equipment such as dimmers, timers, and sensors?

Building Envelope:

1. Is the facility well insulated?
2. Does weather stripping around doors and windows need to be replaced?
3. Are cracks around doors, windows, and foundations properly sealed?
4. Are there open doors around loading docks or other frequently accessed areas?

Heating and Cooling:

1. Are furnaces, boilers, and air conditioning systems operating efficiently?
2. Is there a regular maintenance and update schedule for these systems?
3. Are filters changed regularly?
4. Is the building properly ventilated?

Motors and Equipment:

1. Is the equipment maintained so that it is operating efficiently?
2. Are machines shut down when not in use?

Energy Behavior:

1. Are lights, fans, and equipment (computers, printers, etc.) turned off when not in use?
2. Are building temperatures set back when not in use?
3. Are thermostats set to higher or lower than necessary in summer and winter?

Recycling Efforts:

1. Does the facility recycle paper?
2. Does the facility recycle plastic?
3. Does the facility recycle cans and aluminum?

**GO GREEN**

Going Green will take an ongoing investigation. Some products and practices that might benefit any company are listed below:

1. All handles on brooms, maps, etc. = Fiberglass or bamboo
2. Trash bags = Size fits the need
3. Mops (dust or wet) = Microfiber to replace cotton
4. Chemicals = Window cleaner, all-purpose cleaner, bathroom cleaner, sanitizer, paints, etc.
5. Automatic water faucets for the restrooms
6. Waterless urinals
7. Paper towels = Using a combination of recycled paper
8. Toilet paper = Using a combination of recycled paper
9. All paper, cardboard and clear plastic is baled and recycled in the offices and the warehouse
10. All used copper, aluminum, and metals are saved and sent to a recycle station
11. Reusable air filters in fresh air returns

**ANSWER KEY SANITATION PROCESSES ASSESSMENT**

1. Key characteristics of systems thinking include
2. Interrelatedness
3. Interdependence
4. Specific Purpose
5. All of the above

2. On Friday, there was one spill, one broken pallet, and one cut finger. In systems thinking, these are all considered single events. What occurs if the same events occur over and over?

A. Patterns will form

B. The supervisor will be reprimanded

C. The employee involved in each event will be fired

3. Sanitation processes are not regulated by any government entity.

A. True

B. *False*

4. Keeping the business facility clean and contamination-free is the responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Sanitation workers only

B. *All Employees*

5. Identify three top priorities for the sanitation technician.

A. Clean aisle ways, recycle soda cans, remove cardboard and plastic

B. *Respond to spills, clean aisle ways, and remove cardboard and plastic*

C. Recycle soda cans, respond to spills, and remove cardboard and plastic

6. All distribution centers will have the same shifts and standards.

A. True

B. *False*

7. A flow chart shows how a worker would perform their daily tasks.

A. True

B. *False*

8. Explain the purpose of a job breakdown.

*Explains how a job will be performed and sets reasonable expectations for how long each job task should take.*

9. Spills come in the form of:

A. Liquid substances

B. Dry substances

C. Bloodborne pathogens

D. Chemical substances

E. *All of the above*

10. The main challenge in properly cleaning a spill is to confirm:

A. Who caused the spill

B. *The source*

C. How fast you clean the spill

11. You only have to sweep and clean the aisle ways assigned to you once a day.

A. True

B. *False*

12. All plastic is acceptable for recycling.

A. True

B. *False*

13. Proper rack cleaning procedures means that racks must be:

A. Dusted

B. Cleaned

C. Free of Spills

D. *All of the above*

14. Good Manufacturing Practice regulations govern a business entity that handles food products.

A. *True*

B. False

15. Name three safety responsibilities employees of a distribution center are expected to support in conjunction with maintaining sanitation standards.

*Wear personal protective equipment*

*Report any unsafe conditions immediately,*

*Adhere to all plant safety rules and regulations*

*Maintaining cleanliness and good housekeeping*

16. The world we live in has an unlimited amount of natural resources.

A. True

B. *False*

17. From your lab, identify the web site you researched and list at least three things that site discusses that helps individuals as well as companies go green.

*Student provides answer*

18. Fill in the blank below on the steps to help your company become more environmentally conscience:

A. Make commitment

B. Assess Performance

C. *\_\_Set Goals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

D. Create Action Plan

E. Implement Action Plan

F. Evaluate Progress

G. Recognize Achievements

**SANITATION PROCESSES ASSESSMENT**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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B. False

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