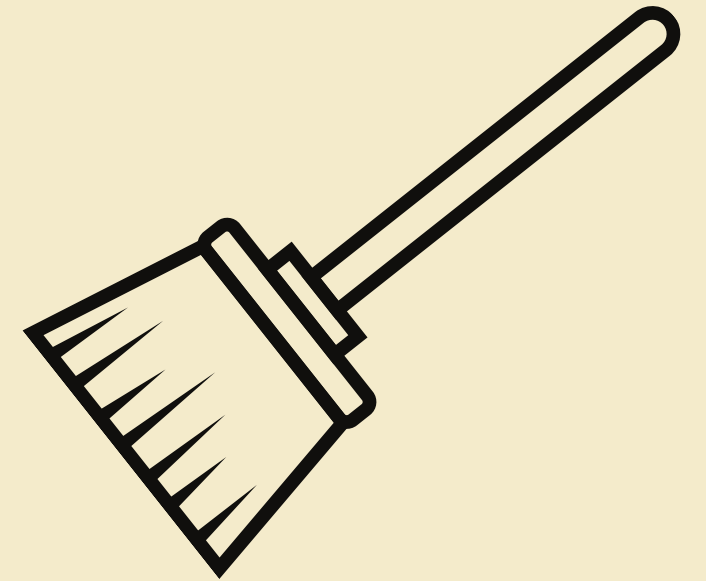


Five-Minute Housekeeping

DAILY HOUSEKEEPING TASKS TO KEEP YOU SAFE:

- 1** Clean and wipe off all working surfaces - protect yourself from spills and slippery areas.



- 2** Clean up spills promptly, and take spent absorbents to a collection area, and put out wet floor signs if spills are present.



- 3** Return tools and equipment to their designated storage area. Place PITs in safe areas and charge if needed.



- 4** Restock consumables, and report any needs or problems to your supervisor.



- 5** Pick up trash and debris from your work area if you see it (broken pallets, paper, cardboard, etc.).

