

## Warehouse Clean-up Standard Operating Procedures

### Policy Statement

It is the policy of the company to maintain cleanliness in all work areas by requiring all employees to clean-up their work areas after work and before leaving the premises.

### References:

1. Warehouse Standard Operating Procedures Manual,
2. Policy on Warehouse Clean-up,
3. SOP Security Services.

### Of Concern to:

1. Supply Chain Management,
2. Warehouse and Transport Group,
3. John Readings Warehouse Management Team,
4. Security Agency.

### Guidelines and Procedures

1. Warehouse and Transport Group shall provide two (2) GARBAGE BINS with covers to be placed every 30 meters at the left side of the roll-up door outside. The garbage bins shall be designated as bin disposals for biodegradable and non-biodegradable,
2. Employees are required to segregate wastes at source. Only biodegradables shall go into the garbage bin designated for the purpose, while non-biodegradables shall go into the other garbage bin,
3. A garbage plastic bag shall be placed inside each garbage bin for easy disposal of wastes,
4. Cleaning equipment such as, but not limited to, broom and dustpan shall be placed beside each garbage bin for ready use by employees who are required to clean the area,

5. The garbage bin shall be emptied every afternoon by the next shift pickers by taking out the plastic bags from the garbage bins and throwing these in the garbage collection area, observing proper segregation,
6. The gate guard shall inspect the garbage plastic bags before these are finally thrown in the garbage collection area,
7. Damaged carton and scrap materials shall be thrown in the scrap consolidation area for proper disposal by the utility people assigned in the area. Signage shall be properly placed in these areas for proper notice to all concerned,
8. The bringing of any kind of food and beverages are not allowed inside the warehouse. Employees may bring their own drinking water for personal consumption. Drinking of coffee may be allowed in the warehouse offices but employees must dispose wrappers and foils properly by throwing these inside designated garbage bin/s,
9. Eating shall be allowed only in the pantry during meal breaks. All left-over and scrap food items shall be properly disposed in trash boxes inside the pantry. Signage shall be displayed to properly guide all employees on this guideline. Trash boxes shall not be placed in any area inside the warehouse or inside the warehouse office,
10. Employees are required to deposit their personal belongings like extra clothes and other paraphernalia inside the lockers. Employee bags and other belongings shall be kept in the lockers,
11. Pickers are responsible to accomplish these tasks - the specific time and frequency of which shall be determined - from time to time, by the warehouse manager:
  - a) Thorough cleaning of surroundings, racks and stocks to remove dust, cobwebs, and others,
  - b) Aligning of pallets to the first level of racks,
  - c) Mopping floors around the storage racks,
  - d) Re-casing of stocks, if needed,
  - e) Re-sealing of open cases, if any,

- f) Re-palletising of stocks, if needed,
- g) Consolidation of empty pallets to the common consolidation area,
- h) Inspection of pallets and ensuring that they are pest-free,
- i) Segregation of pallets with pests.

12. Checkers are responsible to do these tasks after dispatch operation:

- a) Cleaning of loading bay area to eliminate dust,
- b) Mopping floors of the loading bay area,
- c) Arranging and squaring pallets in the loading bay, if any.

13. Dispatchers are responsible to do these cleaning tasks:

- a) Cleaning of staging area to eliminate dust and cobwebs,
- b) Mopping floors around the staging areas,
- c) Conduct monthly inspection and cleaning of all fire extinguishers.

14. All comfort rooms shall be cleaned by employees on a routine basis, as may be assigned or scheduled by the warehouse manager. Every week, the warehouse manager shall post the names of employees who are responsible in the cleaning of the comfort rooms.

Those assigned to clean on particular days are required to fill-up the 'cleaning-up checklist' and print his/her name on the date of assignment. The employee's signature shall be proof of compliance to the schedule. The warehouse supervisor shall dutifully conduct unscheduled operational evaluation on the cleaning of the comfort room and it shall be the accountability of the employee assigned for the day to explain why cleaning has not been accomplished or has not been done to the satisfaction of the warehouse supervisor,

15. Before putting stocks on the racks, the horizontal beams must first be cleaned of dust and cobwebs. This is the responsibility of the custodians and pickers. The forklift operator assigned for the day shall be a part of the team to undertake clean-up,

16. Every Friday, or any day that may be designated by warehouse manager, a required number of employees shall be assigned to lean cobwebs from the warehouse's ceiling,
17. The warehouse manager shall conduct a once-a-month inspection of protective screens on wall openings. Any damage shall be immediately repaired. Any further recommendation shall be immediately forwarded to the head of department for proper and immediate action.,
18. The warehouse manager shall ensure that the integrated pest control program is religiously performed by the third-party contractor by assigning or designating one of the warehouse employees to oversee the task. Any deviation from the normal or contracted tasks shall be immediately brought to the attention of the warehouse and support group manager for proper action.