	Master Cleaning Program Policies and Procedures		Document Number: 2P-WH-15.13
	Department: JWSL – Kitara Davao	Effective Date: May 31, 2016	Revision No 0

Scope

This document covers the policies and procedure in housekeeping, maintenance and inspection inside the warehouse and office.

Ownership

The Warehouse Supervisor is responsible for ensuring that this process is cascaded to all concerned personnel and that it reflect actual practice.

Responsible


All staff, Warehouse Supervisor and Maintenance – responsible to observe good housekeeping inside the warehouse and office.

Policies

1. Material Handling Equipment (MHE) shall properly parked at designated location.
2. Stocks shall properly stacked on the racks.
3. Aisles shall visible from trash/garbage and free from empty pallets, stocks, and empty boxes.
4. All picked items from packing shall properly arranged at the packing area.

DDC: *Please refer to printed files for signatures of approvers.*

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5. All packed orders shall properly stacked and palletized.
6. Collapsed boxes shall properly sorted (Usable & Disposable).
7. Usable boxes shall properly stacked and arranged at designated location.
8. Garbage and trash shall disposed on a daily basis.
9. All responsible person shall affixed signature over printed name to Good housekeeping checklist.

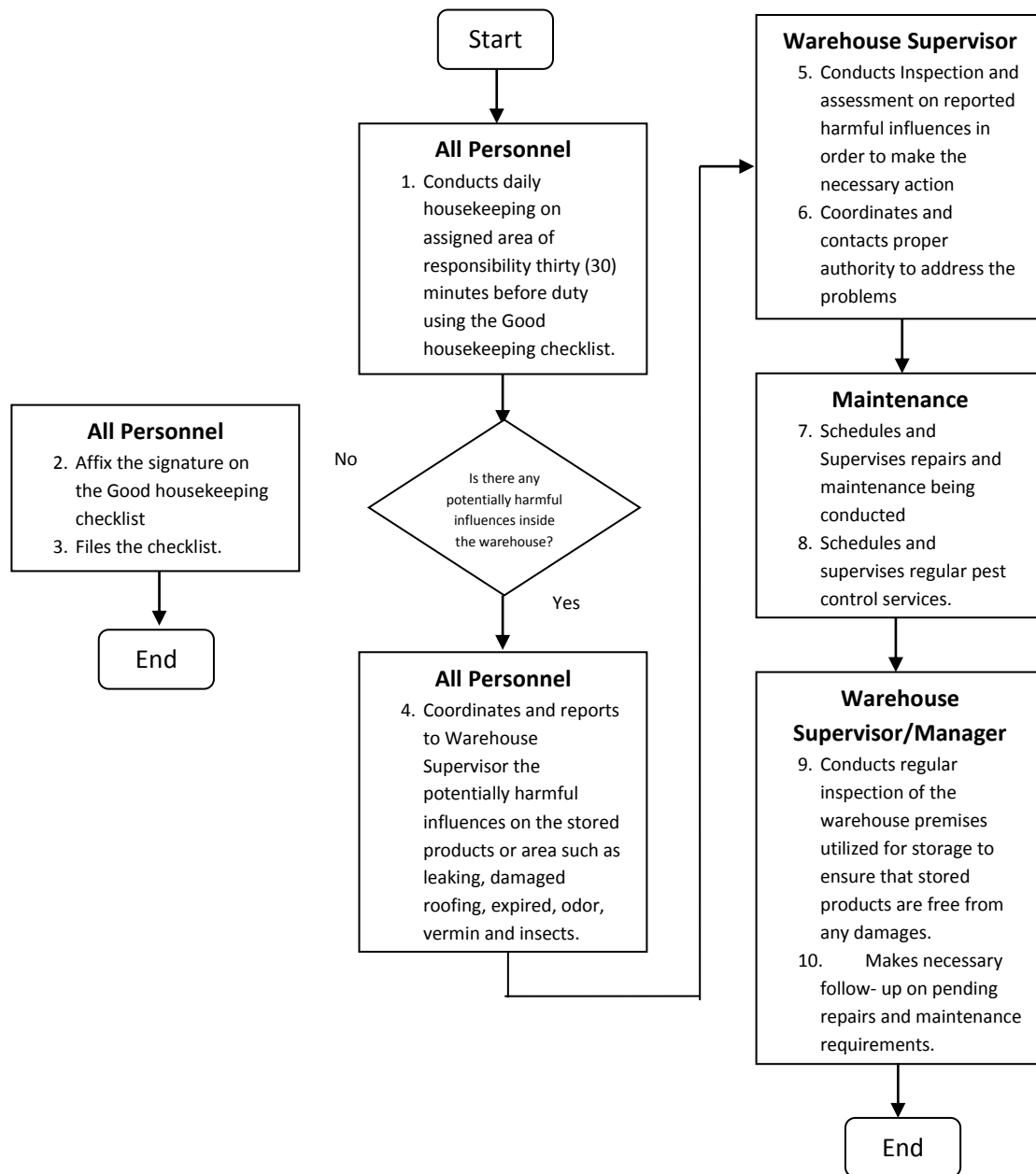
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Procedures



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