



RESOURCE LIBRARY - STEWARDING
Cleaning Loading Dock 清洁卸货区

CODE: 03.16.044

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Standard:

The loading dock must be cleaned every day.

标准:

卸货区要每天清洁。

Procedures:

1. At the end of the day, the loading dock should be cleared of all items and swept.
2. Place a "Caution" sign around all accesses to the loading bay.
3. Check drains system and keeps on working.
4. Using the high-pressure hose, clean the loading dock using chemicals to remove any grease or food particles.
5. Be careful not to spray water onto electrical outlets, equipment or paper items.
6. Sweep all excess water from the loading dock.
7. Clean all muss on lid of drainer.
8. Return all items to the loading docks that belong there.
9. Allow dock to dry before removing the "Caution" signs.

-End-

程序:

1. 每天工作结束后要清洁卸货区并移开所有物品。
2. 设置警示牌。
3. 检查排水系统，保持畅通。
4. 用高压水枪配合清洁剂冲洗卸货区的污物与油脂。
5. 当心不要将水冲到用电设备、插座和纸制品上。
6. 清除积水。
7. 清洁排水系统盖上的杂物。
8. 将移开的物品放回原处。
9. 待地干后移走警示。

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