



Salt Warehouse 6S Checklist

Ogden Site

2470A1.00

WEEK:	WEEK	WEEK	WEEK	WEEK	WEEK	MONTH:	JAN.	FEB.	MAR.	APR.
	1	2	3	4	5		MAY	JUN.	JUL.	AUG.
							SEPT.	OCT.	NOV.	DEC.

TASK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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EVERY SHIFT

1	Ensure all pallets of product are: <ul style="list-style-type: none"> Put away In straight rows within the correct stow 													
2	Ensure all extra damaged/restack/partial pallets are taken care of, leaving only one partial pallet per SKU.													
3	Pick up all trash and debris in the warehouse, including: <ul style="list-style-type: none"> Pallet dividers Spills Bags of salt Unused lot code placards 													
4	Sweep: <ul style="list-style-type: none"> Boxcar docks with a broom Around the pallet conveyor with a broom Isles and general working area with the sweeper 													
5	Return all tools and fixtures to their 6S location.													
6	Garbages: <ul style="list-style-type: none"> Check all garbage cans and dumpsters Empty cans/dumpsters as needed 													

EVERY WEEK

7	Pick up all trash and debris from the track area around and below the boxcar docks.													
8	Wipe down: <ul style="list-style-type: none"> Tables Railings Computer Radio Operating panels (including at the docks) 													

