AND REPORTS AND REPORTS AND REPORTS

| Date | | Initials | |
|---|-----|--|---|
| ltem | Yes | No | Comments/Actions |
| Storage areas are kept cool (50-60°F). | | | Bibliok Participation |
| All items are at least 6" off the floor. | 10 | | |
| All items are clear of walls. | | × | Men Sharen was |
| Storage shelves are clear of overhead sewer lines. | 10. | | |
| All containers are closed. | 2 | | |
| Floors are clean and clear of debris/empty cartons. | | a de la compañía de | Contentioner in Contents Alternation Article and Article |
| All storage area keys are accounted for and authorized. | | | |
| Refer to Control Keys Procedure in this desk reference. | ۵ | | |
| Paper products are on designated shelf. | 前 | | |
| Products are in neat and orderly condition. | Ø | | |
| Products are not mixed. | | | |
| Items are labeled/dated according to local policy. | 17 | | |

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