Inventory Control Daily Check List

NAME: _____DAY:_____

Time it was done

A.M.	P.M.		**MORNING PRE-WORK CHECKLIST**
___	___	☐	Shovel & Salt all Sidewalks & Stairs (Winter only)
___	___	☐	Open all Warehouse Doors
___	___	☐	Check Paper Towels, Toilet Paper & Soap in Employee Bathroom
___	___	☐	Checked Paper Full in Printer
___	___	☐	Empty all Garbage Cans
___	___	☐	Check all Forms are in Stock

A.M.	P.M.		**DAILY DUTIES**
___	___	☐	Restock All Truck Bins from Invoices Completed.
___	___	☐	Reordering Stock from vendors for Warehouse off of Tech Invoices
___	___	☐	Restocked all Parts Incoming From Vendors
___	___	☐	Checked Warranty Parts Table and Made Arrangements to Return Parts
___	___	☐	Checked Back Order Parts Tray to Restock Techs Bins
___	___	☐	Checked Order Pending Tray For Overdue Orders, Reordered Parts
___	___	☐	Brought all Paperwork to Accounting
___	___	☐	Brought all Paperwork to Dispatch
___	___	☐	Checked Schedule for Equipment Needed for Installations
___	___	☐	Checked Order Pending Tray For Overdue Orders/Received New Arrival
___	___	☐	Trucks in Need of Repair Have Been Taken In or Scheduled for Repair
___	___	☐	Sweep Warehouse Floor and Mop Parts Room Floor
___	___	☐	Police the Parking Lot Weekly for Screws, Nails & Debris (Especially Dumpster Area)

A.M.	P.M.		**BEFORE GOING HOME DAILY**
___	___	☐	All Equipment is Staged for Installations Tomorrow.
___	___	☐	Warehouse Floor is Cleared of all Debris
___	___	☐	All Equipment Not Used Tomorrow is Locked in Cage
___	___	☐	Coffee Pot is Cleaned and Disconnected
___	___	☐	Gas Pump is Locked
		☐	All Warehouse Doors are Locked

COMMENTS: _____

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TIME IN: _____ **EMPLOYEE SIGNATURE:** _____

TIME OUT: _____ **MANAGER SIGNATURE:** _____

DATE: _____