

Date:

- 7:45AM - CREW CHECK IN/ CHECK OUT PROCESS** - All crews check in any unused product from the previous day, once product is signed in, they can load today's job also signing out any additional product needed for today's install (Install sheets must be initialed).
- 8:30AM - CURRENT SCHEDULE & DELIVERY SLIPS** - Gather today's schedule and delivery slips and review for any changes made.
- 9:00AM - PULL NEW JOBS** - Pull all new jobs into the line maintaining "2 weeks out" schedule, update any current jobs already pulled with changes (Added pieces, new delivery dates, crew change, etc.)
- 11:00AM - IDENTIFY AND EMAIL SHORTAGES** - Identify all missing necessary items and email them to purchasing to get them ordered/obtain an ETA.
- LTL FREIGHT** - Receive all freight and inspect for damage before signing the BOL, (If any damage is found email pictures to purchasing), break down all freight and verify against the packing slip to ensure we received the correct quantity, once you have verified everything initial and date each packing slip, all whole goods need to be stacked to utilize "first in/ first out" method.
- WHOLE GOODS** - If whole goods are received, they are tagged with a year sticker (Ex- "2021") to properly stage in the warehouse to utilize the "first in, first out" method, all serial # will be noted on the packing slip for supervisor to enter into our Point of Sale system for inventory purposes.
- CUSTOMER PRODUCT TAGS** - When freight is received, fill out tags for designated items, make sure these tags get applied and transferred to the appropriate location.
- CLEAN/ORGANIZE THE WAREHOUSE** - Put away all freight, clean and organize all product on the shelves (1 section per day), maintain bin locations, confirm "first in/ first out", sweep the shop floor, empty all garbage cans if needed.
- 2:30PM-CHECK IN MEETING W/SUPERVISOR** - Meet with supervisor and recap the day thus far, go over checklist progress, address and issues/concerns.
- PREP FOR TOMORROW** - Make a copy of the schedule for tomorrows installs and make 2 copies of the delivery slips (1 will be attached to the job once pulled).
- 4:30-5:00PM- END OF DAY** - Make sure the warehouse is cleared out for install trucks to be parked, turn off all heaters and make sure all doors are closed when you leave.

= No need / = Working on X = Done