



Daily To Do List

1. Print logo mat query
2. Put away all rolled logo mats that are on carts
3. Audit 5 random tubes (with mats inside them) to the logo mat query in each section
4. If you find a mat that doesn't correspond to query (ex Tube 0340 is supposed to have Sherwin Williams but it has Burger King) take it and place it on an empty cart
5. Label the cart "possibly cancelled/on hold mats"
6. Older logo mats do not have a range or tube number on the description label (gold writing)
 - Use a Dremel tool to engrave the tube number or range on the white label located at the bottom left or bottom right of the mat
7. Take the cart of "possibly cancelled/on hold mats" and check each one to the hive
8. Notify the Service Manager and/or the Plant Supervisor about all "potentially canceled/on hold mats" so that you can confirm their status
9. Once confirmed then update the Hive to reflect the tube space is available
 - Place a yellow sponge in the tube to represent that the space is available
 - Place a red sponge in tubes that have missing mats