

Senior Refiner Morning Checklist

MACRODATA REFINEMENT

The following should be completed before commencing the day's work.

Remember! You are permitted one record to listen to each morning during your morning checklist procedures. Which will you choose today?

- Brew a pot of coffee.
- Refill the soap dispenser in the restroom.
- Sweep the floor using the carpet sweeper.
- Wipe down the desk surfaces in each cubicle.
- Dust the Lumon Compliance Handbook and Appendices.
- Return vending machine tokens to jar.
- Review employee lunches.
- Check refrigerator temperature.
- Acknowledge Kier Eagan Portrait (verbally or silently).
- Inspect keyboards for weak keys.
- Self-Assess: Can I lead today?
- Check toilets for unflushed waste.
- Inspect office crannies for interdepartmental raiders (unlikely).
- Test each chair.
- Check/refill copier paper.

Thank you
for your
commitment
to Lumon
Industries!