

Area: Medicine Storage room 1



Weekly

- Floor Swept and Walkways clear
- Lights all working
- Tools, PPE, Medicines paperwork returned to storage locations and all shelves labelled correctly
- Bagged products stored correctly and neatly. Spills cleaned up promptly



Monthly

- Tools and equipment checked for functionality/ damage
- Doors checked for damage, repair



Annually

- All shelf labels, signage and walkways