

## GROUNDS PERSON ROUTINE CLEANING RECORD

Initial & date the completed column when task is complete. Log a date in the completed column each time the task is assessed.

Task	Frequency	Completed (mark X if not required during the week)
Smoking Area & bin bags replaced	Assess Daily	Y
Internal & External car parks cleaned & bin bags replaced	Assess Daily	Y
Effluent plant checked	Assess Daily	Y
Clarifiers washed	Assess Daily	Y
Grass cut	As required	Y
Shrubs & Hedges maintained	As required	Y
Roadways & Yard checked	Monthly <sup>^</sup>	Y
Storm Drains & Grids cleaned	Weekly*	Y
Spray for weed control	Twice yearly	Y
Oil interceptors checked	Weekly*	Y
Manholes & Road Gullies checked	Weekly*	Y
Walkways power-washed	Once per year	Y
Check & Empty Drum Screen collection bin	Weekly	Y

\* The locations for roadways & yard areas, storm drains, grids, oil interceptors & manholes are defined in the attachment to this record

<sup>^</sup> If roadways or yard areas have signs on PET or other significant debris, Manufacturing Manager to be notified to initiate an additional yard sweeping

### Comments

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### Oil Interceptors Checked (see also drainage maps for locations)

Checked (tick)	Action Required (Y/N)	Location
✓	N	Waste Oil Storage Compound

### Surge Chambers Checked (at River Area)

Note: Please record if any visible signs of contamination in the surge chambers or if any deposits at the base of the chambers are noted

Checked (tick)	Action Required (Y/N)	Location
✓	N	Surge Chamber 1
✓	N	Surge Chamber 2

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**Storm Drains & Grids Cleaned (see also drainage maps for locations)**

**Note:** Please record if any of the listed road gullies have damaged or missing meshes

ID No	Checked (tick)	Action Required (Y/N)	Location
RG / 005 / S	✓	N	
RG / 006 / S	✓	N	
RG / 007 / S	✓	N	
RG / 008 / S	✓	N	
RG / 009 / S	✓	N	
RG / 010 / S	✓	N	
RG / 012 / S	✓	N	
RG / 013 / S	✓	N	
RG / 014 / S	✓	N	
RG / 084 / S	✓	N	
RG / 083 / S	✓	N	
RG / 082 / S	✓	N	
RG / 036 / S	✓	N	
RG / 034 / S	✓	N	
RG / 041 / S	✓	N	
RG / 042 / S	✓	N	
RG / 043 / S	✓	N	
RG / 044 / S	✓	N	
RG / 045 / S	✓	N	
RG / 046 / S	✓	N	
RG / 131 / S	✓	N	
RG / 132 / S	✓	N	
RG / 048 / S	✓	N	
RG / 049 / S	✓	N	
RG / 047 / S	✓	N	
RG / 062 / S	✓	N	
RG / 063 / S	✓	N	
RG / 064 / S	✓	N	
RG / 065 / S	✓	N	
RG / 067 / S	✓	Y	Silo Farm
RG / 068 / S	✓	N	
RG / 066 / S	✓	X	Flake Pit
RG / 098 / S	✓	N	
RG / 099 / S	✓	N	
RG / 100 / S	✓	N	
RG / 101 / S	✓	N	
RG / 128 / S	✓	Y	Ramp 9

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### **Boundary Check for Raw Material**

**Note:** Please record if any visible signs of fluff are noted at site boundary fence between main plant entrance and corner of site adjacent to the silo farm

Checked (tick)	Action Required (Y/N)	Location
✓	N	Site Boundary Fence

### **Roadway & Yard Cleaned (see also drainage maps for locations)**

Action Required (Y/N)	Area
	Main Plant Entrance route
	Yard Area behind MSC
	Finished Fibre Loading Area
	Area behind WH 304 - 301
	Center yard area beside WH 304
	River Area including Pump House
	RM Loading Area, including around Compactors
	Yard Area from WH307 around to Silo Farm
	Silo Farm Area to Phase 2 Offices
	Spinning Hoist Area including RM / Clunker Skip

Completed By: Paul New

Date: 26/09/25

Verified By: [Signature]

Date: 26.9.25