

## Housekeeping and Cleaning Schedule – Written Procedures

### General Housekeeping Schedule

- Sweep up any litter/debris/dust that accumulates throughout the day
- Clean any spillages
- Do not overfill waste bays
- Stockpile Storage Duration Sheet to be filled out which ensures that the oldest waste is removed off site first and short storage duration are achieved
- Flammable materials are always put back in place after use

### End of Shift Cleaning/ Inspection Schedule

- Park mobile plant at the correct separation distance from combustible waste i.e. external to MRF buildings
- Turn off all equipment and machinery prior to cleaning.
- Clean in and around the exhausts of mobile plant using damp cloths and a bristle brush to remove debris inside the exhaust pipe. Use of a damp cool cloth also ensures that the exhaust is cooled somewhat.
- Clean the plant using appropriate equipment
- Sweep up and remove any litter/debris/dust/ fluff paying particular attention to areas near the equipment.
- Clean any spillages
- Perform firewatch for 1 hour at the RWMRF.
- Final site walk over and visual check of wastes, equipment and storage areas, ensuring all exhausts are cooled.
- Complete End of Shift Checklist
- Turn off all lighting and electrical power to plant
- Ensure fire detection system has been activated
- Lock the Residual Waste Materials Recycling Facility and Clean MRF buildings and ensure security systems have been activated