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| WORK ASSIGNMENT FORM |
| NAME: | **DATE**: |
| JOB:TANK CLEANING | **TEAM LEADER**:**YES** [ ]  **NO** [ ]  |
|  |
| TASK:DAILY [ ]  WEEKLY [x] (as needed) | **SHIFT**:**A.M.** [ ]  **P.M.** [ ]  |
| PURPOSE |
| Cleaning the tanks is very important. Growth of algae can affect water quality negatively. The algae will also use the nutrients that are meant for the crop(s) in the grow bed. Clean tanks also show proper care for the system. |
| ESSENTIAL DUTIES |
| * Clean the tanks according to the Tank Cleaning SOP
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| GENERAL DESCRIPTION |  |
| * + Make note of when tanks are cleaned on the maintenance log sheet in the maintenance log book
	+ Make sure to clean all supplies used
	+ Make sure supplies are dry before returning them to their storage unit
 |
| SPECIAL ATTENTION/ADDITIONAL SCOPE OF WORK |
| REMEMEBER TO CLOCK IN AND CLOCK OUT*\*Hang supplies up to dry. Do not place clean supplies on the ground.*  |

***I have reviewed this WORK ASSIGNMENT and agree to the work*** [ ]

***I don’t agree to the work as follows*** [ ]

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**Team Leader Signature Date Employee Signature Date**