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| WORK ASSIGNMENT FORM | |
| NAME: | **DATE**: |
| JOB:  YARD MAINTENANCE | **TEAM LEADER**:  **YES**  **NO** |
|  | |
| TASK:  DAILY  WEEKLY | **SHIFT**:  **A.M.**  **P.M.** |
| PURPOSE | |
| Keeping the yard clean is important. Observers appreciate when things look nice and it also shows that you care about your work. This also prevents the systems from getting as dirty as they would if there was not yard maintenance | |
| ESSENTIAL DUTIES | |
| * Yard Maintenance * Rake any leaves in the yard that are near the gate, fence, and mini systems * Clean tables, tanks, and legs of stands * Clean the “grass” | |
| GENERAL DESCRIPTION |  |
| * + Dispose of leaves in the rubbish bin   + Use a cloth, sponge, and hose to clean the dirt off of the tables that tanks 1-8 sit on   + Use a cloth or sponge to clean the outside of the fish tank, grow bed, and stand   + Use a broom to sweep any dirt and debris off of the “grass” that the tables are on | |
| SPECIAL ATTENTION/ADDITIONAL SCOPE OF WORK | |
| REMEMEBER TO CLOCK IN AND CLOCK OUT  Make note of anything odd in the yard you may observe and report to supervisor | |

***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**