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| **Task** | **Person Responsible** |
| **DAILY** |  |
| Clean spillage as it occurs. |  |
| Sweep the floor and dispose of the trash/dirt away from the warehouse. (Sweep twice-in the morning and just before the close of business.) |  |
| Sweep sides and tops of stacks. |  |
| Inspect stacks for visible signs of infestation. |  |
| Check rodent snap traps. |  |
| Clear passageways between stacks. |  |
| **WEEKLY** |  |
| Sweep walls and under pallets. |  |
| Remove debris, weeds, trash, or food from the warehouse compound. |  |
| Check multiple-catch rodent traps and glue boards. |  |
| **MONTHLY** |  |
| Sweep roof beams. |  |
| Clean ventilators. |  |