

	Department Procedure: <b>Site Organization Policy</b>	Doc No.: JIC-CS-P-056	Page 1 of 1
	Standard Clause(s)	Revision Date: 9/22/2017	Revised By: V. Frail
		Revision No. 0	Approved By: S. Ditner

## Site Organization Policy

### 1.0 Purpose

The purpose of this policy is to outline basic job site organization standards. An organized and clean job site reflects on the overall professionalism of our work and presents a positive image to our customer.

### 2.0 Scope

This policy applies to all Jamesway job sites – incubator and hatcher installs, conversions, Guardian installs, etc.

### 3.0 References

None.

### 4.0 Responsibility

Jamesway technicians are responsible for maintaining their job site.  
Jamesway Service Managers are responsible for ensuring this policy is adhered to.

### 5.0 Procedure

- 5.1 Service Managers and Sales Managers will ensure that, wherever possible, a dedicated staging area is provided for all incubator and hatcher installations at a minimum. Smaller staging areas will be required for other installations.
- 5.2 Technicians are responsible for ensuring the over organization and cleanliness of their job site.
- 5.3 Materials
  - 5.3.1 Project materials are to be organized to provide simplicity and efficiency in construction. This includes clearly identifying materials with part numbers, and organizing them in order of use.
  - 5.3.2 Crates, containers and boxes known to contain materials not needed at the present stage of the project should not be opened to prevent losses.
  - 5.3.3 Where necessary, fasteners and other small hardware should be sorted into bins or boxes clearly identified with the part number.
  - 5.3.4 Crew members should be made familiar with the storage locations of the materials and should be involved in unpacking, sorting and assessing all materials.
- 5.4 Tools
  - 5.4.1 Tools should be maintained in a safe and orderly manner.
  - 5.4.2 Tools are not to be left on the floor for an extended duration of time. When necessary, they should be placed out of the walkways and work areas currently in use.
  - 5.4.3 Tools should be replaced into the job box or a designated area in the staging area at the end of every day.
- 5.5 Waste
  - 5.5.1 All technicians and crew members should have easy access to waste bins.
  - 5.5.2 All waste should be tidied into bins as it is created.
  - 5.5.3 Waste bins should be emptied at the end of each day.
- 5.6 Site Cleanliness
  - 5.6.1 Technicians and the crew should strive to maintain a clean working site.
  - 5.6.2 Dust and debris should be cleared away at minimum daily; more frequently where needed.
- 5.7 At the end of the day, the technician should make one final pass over the work area to tidy as necessary, deposit all waste appropriately and set the site in order for the next day's work.

### 6.0 Revision Table

Revision	Change Description	By Whom	Date
0	Initial Release	G. Palmer	9/22/2017