

Giant Eagle M&R, Supplies, Utilities, & Recycle Checklist - updated 9-08-08

Store Number _____ Manager Name _____

Month _____ Point Person Name _____

Email completed checklist to Thomas May (M&R)

M&R/Utilities

Are fixed activities (equipment) completed as scheduled?

*Audit with Department Managers	Yes	No
Meat		
Produce		
Deli		
Bakery		
Prepared Foods		
Misc Front End, Grocery, etc		
<u>Comments/Improvement Ideas</u>		

M&R/Utilities

Are fixed activities (cases) being cleaned as scheduled?

*Audit with Department Manager	Yes	No
Meat		
Produce		
Deli		
Dairy		
Prepared Foods		
Frozen Food		
Bakery		
Misc Department		
<u>Comments/Improvement Ideas</u>		

M&R/Utilities

Are cases properly stocked? (not blocking air vents)

	Yes	No
Meat		
Produce		
Deli		
Dairy		
Prepared Foods		
Frozen Food		
Bakery		
Misc Department		
<u>Comments/Improvement Ideas</u>		

<u>M&R/Utilities Best Practices</u>		
	Yes	No
Are Verisae M&R scripts to diagnose problems being used?		
Are you coordinating service requests with all departments?		
Did you prioritize work requests?		
Is equipment turned off when not in use? (Adhere to warm up times)		
*Audit with Department Manager when possible		
	Yes	No
Meat		
Produce		
Deli		
Prepared Foods		
Bakery		
Misc-Front End, Grocery, etc		
<u>DO NOT TURN OFF SCANNER, SCALES OR REGISTERS</u>		
DOORS (Utility and Safety Opportunities)		
	Yes	No
Are freezer and coolers doors closed when not in use?		
Are "best practices" in place? (Do Not prop open doors)		
Are DSD receiving doors kept closed during down times?		
Do your DSD receiving doors have plastic strip curtains?		
If yes, are the strip curtains in good condition?		
<u>Comments/Improvement Ideas</u>		
Are lights turned off when not needed?		
(Audit with each Department Manager)		
	Yes	No
<u>Comments/Improvement Ideas</u>		
<u>Supplies</u>		
Are monthly supplies cost reports in-line with budgets & reviewed with Dept. Manager.		
	Yes	No
Meat		
Produce		
Deli		
Bakery		
Prepared Foods		
Front End		
General		
Pharmacy		
Seafood		
Floral		
<u>Comments/Improvement Ideas</u>		
<u>Supplies</u>		
Are monthly Items Per Bag (IPB) reports reviewed with your store team?		
	Yes	No
<u>Comments/Improvement Ideas</u>		



Supplies		
Are monthly reviews of 5-S standards being followed in the priority depts.?		
*Audit with Department Manager	Yes	No
Meat		
Deli		
Bakery		
Prepared Foods		
<u>Comments/Improvement Ideas</u>		
Supplies Best Practices		
Are the min / max levels being reviewed in each dept. and adjusted as needed?	Yes	No
Are ordering tags used and storage areas reviewed prior to re-ordering of supplies?	Yes	No
Are excess "full sealed" cases returned to Joshen for credit?		
*Audit with Department Manager	Yes	No
Meat		
Produce		
Deli		
Bakery		
Prepared Foods		
Front End		
General		
Pharmacy		
Seafood		
Floral		
<u>Comments/Improvement Ideas</u>		
Central Supplies	Yes	No
Is the Central Supply Process being utilized by all depts.?		
<u>Comments/Improvement Ideas</u>		
Recycle	Yes	No
Plastic stretch film and shrink wrap recycled?		
Plastic film collection points (bags or receptacles) in all depts.?		
Plastic Bags recycled?		
Do you have recycling bins placed at all main entrances?		
Do you have proper signage posted on all recycle bins?		
Are contaminants like metals, paper, trash, black plastic, strapping being excluded from the plastic recycling process?		
Cardboard baled and not placed in compactor / trash?		
Paper Recycling process in place?		
<u>Is your store involved in any other recycling programs? If yes, please explain</u>		
<u>Comments/Improvement Ideas</u>		