

WOOD WASTE CONTROL - POLISHING ROOM

Week Beginning / /

Checks	MON	TUE	WED	THURS	FRI	NOTES
Hood/Inlet Clear From Blockages						
Ducting Inside Polishing Room Free From Damage						
Extractor turns On and Off Correctly						
Polishing Room Door Vents Free From Blockages						
Doors Close Properly						
Ducting Outside Polishing Room Free From Damage						
Isolator Works						
Motor Free From Abnormal Noise						
Shaker Unit Bags Free From Blockages						
Shaker Unit Door Seals Correctly						
Collection Bins Not Full (If Full Empty and Replace)						
Gaiter Secured To Collection Bins Properly And Seals						
Initial To Sign						

Please Note :

Report any findings to supervisor immediately.

If Extractor is not used on a day, please write N/A in the boxes instead.