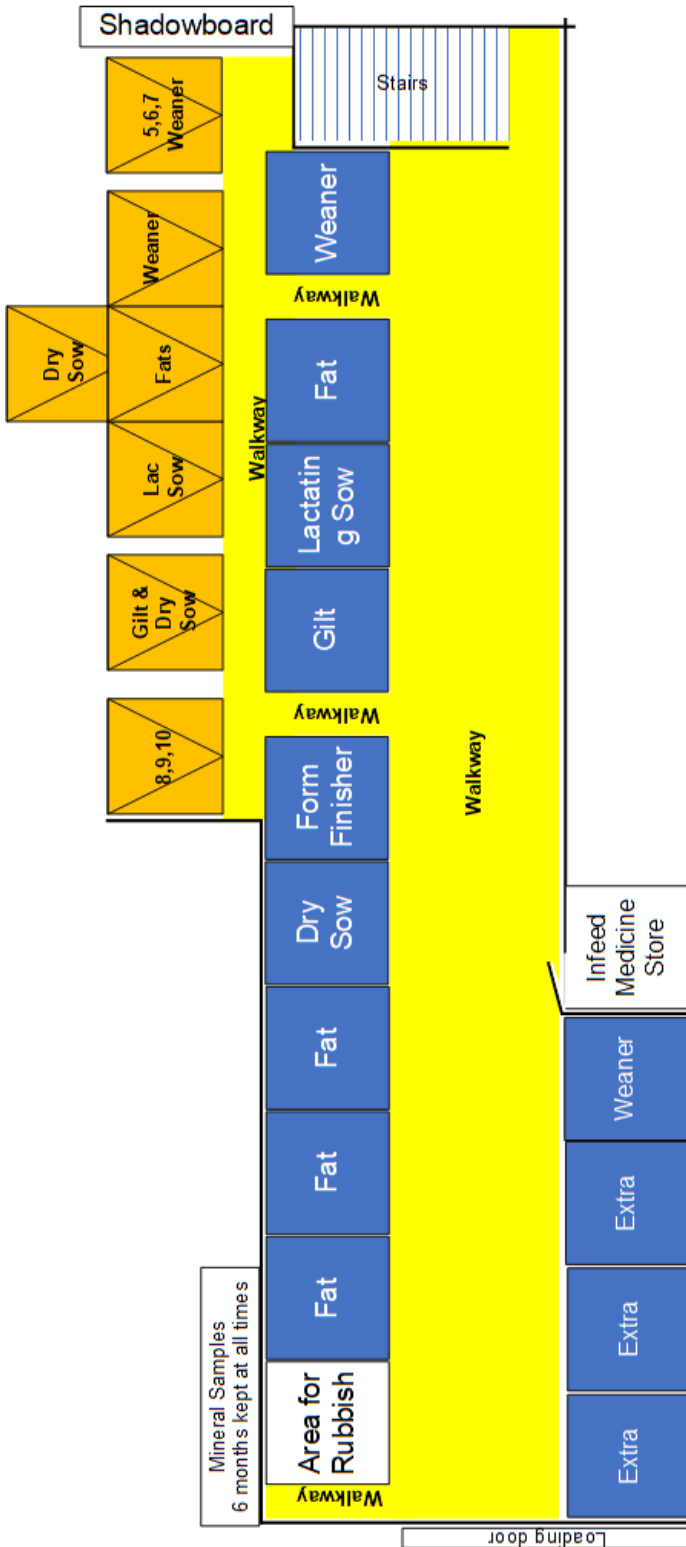


# Area: Mineral Storage



- Weekly**
- Floor Swept
  - Walkways clear
  - Tools returned to storage locations

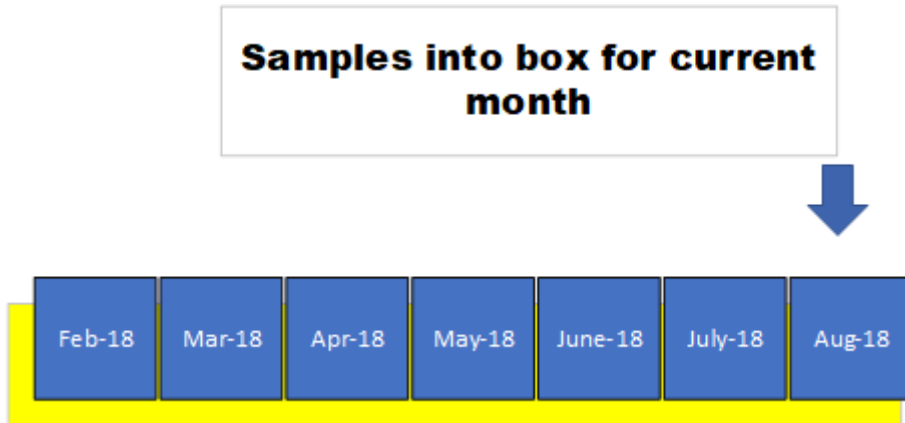
- Monthly**
- Mineral Samples for month correctly stored
  - Mineral hoppers checked for damage
  - Check sliding door and loading bay guard rail for faults

- Annually**
- Floor Markings repainted
  - Check Floor, stairs and handrail for damage

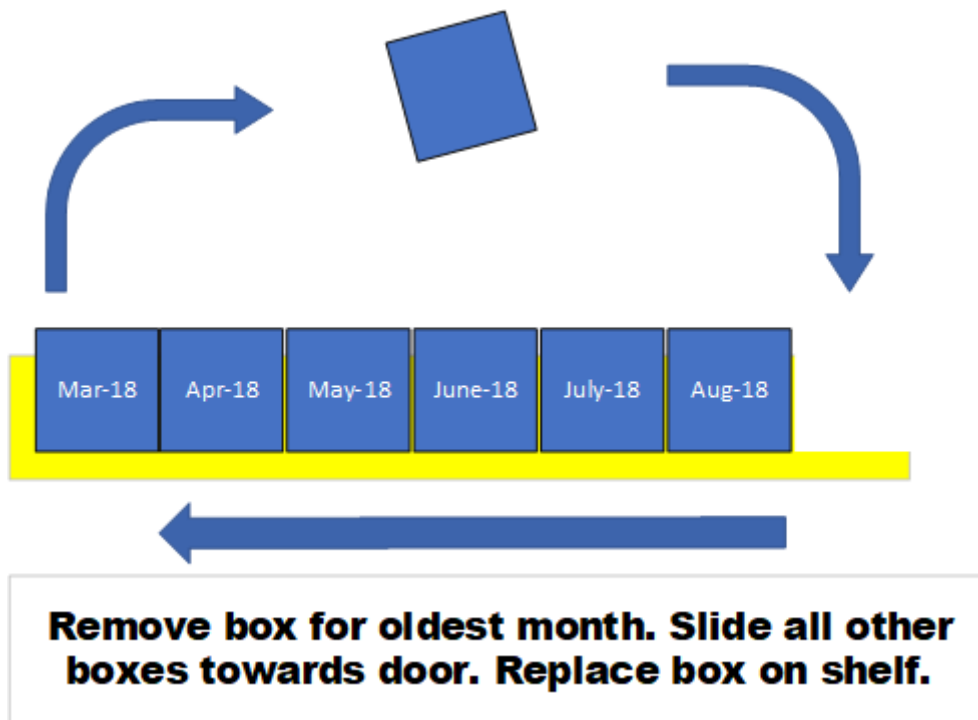
# Mineral Sample Storage System

Separate mineral samples out by month and store the samples in the box on the month received. i.e. anything received in March 2018 should be stored in the box marked March 2018.

Always ensure that you have the previous six months samples kept.



When it comes time to store samples for a new month, pick the oldest box and remove the samples. Dispose of accordingly. Remove the label from the box.



Relabel box with current month and begin filling again.

Repeat at each end of month.