



Detail Department Improvement
Project #001: Lawn Care &
Parking Lots Weeding Schedule

1	Purposes	<p>1) To do the site's lawn care and weeding operations in a planned and more effective manner;</p> <p>2) Also that related departments can refer to and plan activities accordingly.</p> <p>3) To encourage related departments to supply positive inputs and initiate their own improvement projects, so that operations, small and big, will in time achieve high professional standards.</p>																		
2	Method Used	<p>Division and subdivision: First divide the operations into two main areas: A) Grass and Trench Areas and B) Concrete Areas, which will be further divided as follows including the time schedule.</p> <table border="1" data-bbox="456 590 1333 1031"> <thead> <tr> <th data-bbox="456 590 643 625">Day</th> <th data-bbox="643 590 976 625">Grass and Trench</th> <th data-bbox="976 590 1333 625">Concrete</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 625 643 695">Monday or Friday¹</td> <td data-bbox="643 625 976 695">The four lawns by Rt 71</td> <td data-bbox="976 625 1333 695">North side front parking lot</td> </tr> <tr> <td data-bbox="456 695 643 827">Tuesday</td> <td data-bbox="643 695 976 827">The flower bed</td> <td data-bbox="976 695 1333 827">South side front parking lot, including the exit parkway</td> </tr> <tr> <td data-bbox="456 827 643 896">Wednesday</td> <td data-bbox="643 827 976 896">The trench</td> <td data-bbox="976 827 1333 896">North side back parking lot</td> </tr> <tr> <td data-bbox="456 896 643 963">Thursday</td> <td data-bbox="643 896 976 963">Area surrounding the dumpster</td> <td data-bbox="976 896 1333 963">Area surrounding the Body Shop</td> </tr> <tr> <td data-bbox="456 963 643 1031">Friday or Monday</td> <td data-bbox="643 963 976 1031">Other grass areas</td> <td data-bbox="976 963 1333 1031">Other concrete areas</td> </tr> </tbody> </table>	Day	Grass and Trench	Concrete	Monday or Friday ¹	The four lawns by Rt 71	North side front parking lot	Tuesday	The flower bed	South side front parking lot, including the exit parkway	Wednesday	The trench	North side back parking lot	Thursday	Area surrounding the dumpster	Area surrounding the Body Shop	Friday or Monday	Other grass areas	Other concrete areas
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3	Work Items	<p>1) Mow where appropriate.</p> <p>2) Weed with weed eater where appropriate.</p> <p>3) Weed with RoundUp where appropriate.</p> <p>4) Remove dead weed and debris afterwards.²</p>																		
4	Notes	<p>1) All employees are encouraged to stop littering the site with cigarette butts or any other types of debris.</p> <p>2) Special care should be given not to leave screws or bolts on the ground to protect tires from being punctured. Company employees should at least show this degree of care for customers and other employees.</p>																		

¹ Either on Monday or Friday to suit practical purposes.

² When RoundUp is used, the dead weed will be removed in next few days.