

# Mastermind Consulting Network



## Standardized Work Steps

**Business owners need  
employee job assignments  
defined by  
Standardized Work Steps!**

*(see example on back)*



**Breaks down complex issues into concise pieces!  
Saves time and money because assignments are defined  
in a coherent fashion!**

**Raises the knowledge and skills of employees in  
"real" time!**

**Trains new employees in a simple cost-effective manner!**

**Eliminates errors by utilization of best practices!**

**Transfers vital knowledge across your entire organization!**

**At Mastermind Consulting Network, we help businesses to document, define and standardize employee job assignments; increase employee's knowledge and skills while partnering with your business to make it a reality!**

***Your company's passport to reaching its unlimited potential!***



***Driving Business to Peak Performance!***

Also visit us on the web at [www.mastermindconsult.net](http://www.mastermindconsult.net) • e-mail: [royd@mastermindconsult.net](mailto:royd@mastermindconsult.net)

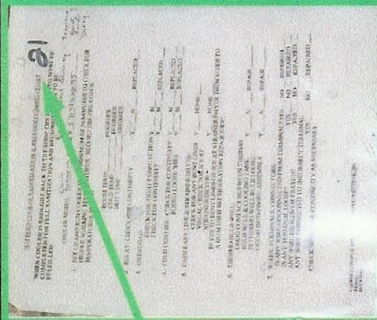
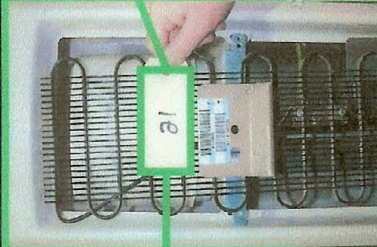
**(517) 423-2943**

Equipment: **Water Cooler**

Business name: **Culligan of Ida**

Operation or Activity: **Cleaning Water Cooler**

**Step # 1:**  
To Prep The Cooler For Cleaning: Locate the Tag Attached To Cooler, Then Find Paperwork Located In Repair 3 Ring Binder That Matches Attached Tag.

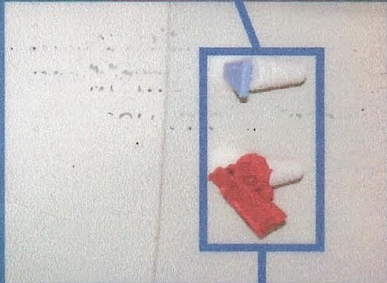


**Step # 2:**  
Install a Bottle of Water On Top Of Water Guard then Plug In Cooler To 110 Volt Electrical Outlet and Inspect Cooler Unit For Any Apparent Leaks. Leave Cooler Unit Plugged In For 30 Minutes and Verify Unit Is At Proper Temperature.

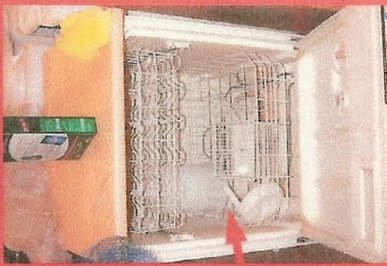


**Step # 3:**  
If Cooler Has Any Apparent Leaks Add Information To Cooler Paperwork.

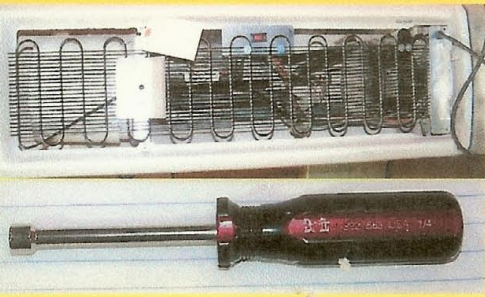
**Step # 4:**  
Unplug Cooler From Electrical Outlet, Remove Water Bottle and Empty Water From Unit, Then Unscrew Facets And Remove Plastic Pieces Inside Water Bowl Of Cooler.



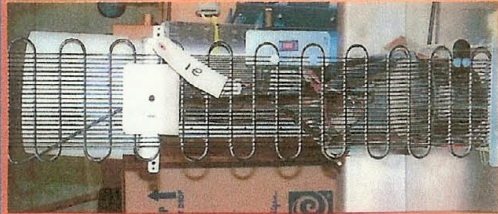
**Step # 5:**  
Place Remove Pieces Inside Dishwasher Add 2 Teaspoons and Turn On Dishwasher.



**Step # 6:**  
While Dishwasher Is Cycling Using a 1/4 Inch Socket Remove All 4 Screws From Back Of Cooler Unit.



**Step # 7:**  
Separate Main Cooler Unit From Base and Clean Coils With a Soft Bristle Brush, Wipe Out Remaining Areas With a Damp Rag, then Wash Unit Off With A Water Hose.



**Step # 8:**  
Let Unit Dry Off and Wipe Off Any Remaining Water, Then Reassemble Water Cooler Unit.



**MasterMind Consulting Network**  
Driving Business to Peak Performance

Date

1/13/2006

Signature

Signature

Signature

S T A N D A R D I Z E D W O R K S T E P S