

ScienceBridge Tech Site Standard Operating Procedure

Title: Refilling Paper Towel Dispenser		
Original Issue Date: 6/4/18	Revision Date: 6/4/18	Pages: 1
Originally prepared by: Tiffany Ly	Revised by:	Approved by: Draft (+format)

Scope	For use by biotechnology students at Mira Mesa High School when we are out of paper towels.
Objective	This SOP sets the procedural specifications for refilling paper towels.
Equipment	<ol style="list-style-type: none"> 1. Towel roll 2. Empty paper towel dispenser
Safety	
Quantity	Prepare 1 towel roll for the dispenser in the classroom
Protocol	<ol style="list-style-type: none"> 1. Obtain a new towel roll from the back room. 2. Open the dispenser from the top by pressing down into the little hole. 3. Place the roll in between the two end holders. Make sure the towels unroll from the bottom. 4. Unroll one piece of paper, place both sides underneath the little blue clips, located on the rotating white cylinder. 5. Close back up the dispenser. 6. On the right side of the dispenser twist the knob towards you until the paper has runs out through the bottom.
Documentation	<p>All work and any variance from the protocol must be documented</p> <ul style="list-style-type: none"> • Log the date of when you refilled the towels on the Refill Communication Log <p>OR</p> <ul style="list-style-type: none"> • Log that the towels need to be refilled
When	Perform this task when the towel dispenser is empty.
Tech Site Kit: Group	Facilities Management