



Harper College

Environmental Health & Safety Procedure Manual

SECTION 26 – HOUSEKEEPING **PROCEDURES**

Reviewed: December 2015
Updated: November 2017
Date Accepted: December 2015



26 HOUSEKEEPING PROCEDURES

A. Objective

The purpose of this procedure is to standardize housekeeping measures and provide clear expectations for housekeeping at the College.

Good housekeeping presents the College in a manner which reflects a well-run, high quality facility to all students, guests, faculty, and staff.

B. Scope

The scope of this procedure is extended to the entire campus community.

C. References

29 CFR 1910.22 (Walking and Working Surfaces) and 29 CFR 1910.141 (Sanitation).

D. Responsibilities

- **Employees:** All employees are responsible for following the housekeeping procedures detailed in this program, and exercising their due diligence to keep their work environment in a clean and orderly condition.
- **Supervisors:** Supervisors are responsible for promoting good housekeeping practices within their designated areas. Supervisors and other management are responsible for coordinating clean-up efforts when discrepancies arise within a shared space.
- **Contractors:** Contractors are responsible for maintaining good housekeeping while on-site and leaving the facility in a clean, orderly manner upon the completion of their work.
- **Office of Environmental Health and Safety:** The Office of EH&S will inspect the College's facilities on a regular basis to ensure a clean, orderly, and safe work environment is maintained in compliance with this procedure.

All parties may contact the Office of EH&S for technical support regarding the housekeeping status of a designated area. The Office of EH&S can provide training and assistance in housekeeping procedures.

E. Procedures

A clean workplace is necessary for a safe work environment – accidents and injuries are avoided and productivity is improved where good housekeeping is a daily occurrence. Such procedures will help promote the best use of limited space, keep material storage to a minimum, decrease energy costs, and minimize property damage.

If the following procedures are adhered to, housekeeping should not be a hazard that students, guests, faculty, and staff are exposed to:



- **Walking Surfaces:**
 - Floors should be maintained in a safe, clean condition by:
 - Sweeping up any dust, dirt, trash, glass, etc.
 - Mopping up any standing water/non-hazardous spills
 - Displaying a “Wet Floor Sign” where there is wet floor (includes removing the “Wet Floor Sign” when the floor has dried)
 - Keeping extension cords/hoses/ropes off the floor
 - Keeping walk-off mats and rugs flat on the floor (not bunched up)
- **Electrical Safety:**
 - Clearance of 36 inches maintained around all electrical panels (including no combustible storage in electrical closets)
 - Equipment in need of repair (split/taped up electrical cords, missing GFCI prongs, etc.) should be tagged and removed from service immediately, and either scheduled for repair or replaced
 - Electrical panels kept shut and covers replaced after work has been completed
- **Chemical Safety and Hazard Communication:**
 - Flammable chemicals (ex.- gasoline) should be kept in sealed containers and kept in storage locations that are equipped to handle flammable materials
 - All chemical containers should be labeled correctly, including secondary containers (ex. – spray bottles containing water should be labeled “water”)
- **Material Storage:**
 - Access should be maintained for the following:
 - Adequate, safe clearance in aisles/walkways by keeping them free of excess equipment, storage, tools, etc.
 - Ensure access to emergency equipment such as Eyewash/Safety Showers, Safety Data Sheet Stations, Fire Alarm Pull Stations, Fire Extinguishers, Fire Alarm Control Panels, Exit Doors, etc.
 - Ensure access to shelving units – items should not be placed in front of shelves so that employees must climb or reach over the items
- **Other best practices include:**
 - Centralize storage locations of like-materials (*seasonal equipment*: salt, salt spreaders, shovels, snow blowers or *cleaning equipment*: disinfectants, vacuums, trash carts, etc.). Essentially, tools and equipment related to a specific routine job should be kept in/around the area of work.
 - Do not cram materials and/or equipment into small mechanical rooms/fan rooms/shared space. If there is not adequate room to walk around with the materials stored in the space, please make arrangements with your supervisor to store the materials elsewhere.
 - Avoid excessive accumulation of materials by keeping an inventory (amount of product and location of storage) for all tools, equipment, chemicals, furniture, etc.
 - When stacking/storing materials, ensure they are stacked in a safe and secure manner, while maintaining an 18 inch clearance below sprinkler heads.
 - Upon completion of a task, clean up debris and organize the work station so that the next person can start with a clean work area. Clean any tools, machines, and equipment after each use.