

Space 3S's

Sort, Set in Order, & Shine (formerly known as Housekeeping)

University Facilities (UF)

Internal Standard: 01.B.14.01

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Approved by: Todd Barnette

This document establishes official standard for space Organization & Cleanliness.

Summary

This document is provided to provide material storage and general housekeeping standards with the goal to help prevent injuries and incidents arising from disorderly workplaces.

UF will ensure that everything needed for any job is kept close at hand and in good operating condition. Good housekeeping is often the most challenging and important of all workplace health and safety aspects. It can be attributed to production efficiency, wellbeing of employees, and boosting of employee morale.

Good housekeeping can help make jobs:

- SAFER by reducing clutter, which is a common cause of fires and injuries.
- HEALTHIER by reducing the chances of toxins entering the body.
- EASIER by allowing more time to devote to tasks and less time looking for tools and equipment.

Housekeeping Procedures

UF will ensure that the following standards are always met:

- Maintain a clear and orderly workplace. Materials and equipment shall be stored neatly and orderly, allowing at least 18 inches clearance from sprinklers.

- Each work and storage area is to be kept free of trash and clutter. Storage racks over 6 feet must be secured to prevent tipping.
- Emergency exits, fire extinguishers, eyewash/showers, and electrical panels shall be visible, accessible, unobstructed, and conspicuously marked.
- All cords, cables, and wires are to be properly routed and maintained in good condition. They shall also be kept neat and orderly. Any frayed electrical cords or exposed wires shall be immediately reported and repaired. Power bars (i.e., power strips, power boards, etc.) should be off the floor, preferably mounted on an adjacent wall.
- Aisles, stairs, exits, and floors are to be kept clear, clean, dry, and unobstructed.
- Broken furniture shall be immediately removed from the area until properly disposed of or repaired. All equipment and furniture shall be maintained in good condition.
- All equipment shall be placed and secured so it will not roll or fall. All equipment stored off property (i.e., transformers, gear boxes, motors, etc.) shall be properly drained of any free liquids and disposed of properly.
- Temporary and permanent storage of materials shall be neat and orderly to eliminate hazards and conserve space. Materials shall not be piled haphazardly or strewn about. Boxes and cartons shall not be stored at heights exceeding six feet, unless properly palletized.
- Combustible materials, waste, and rubbish are not to be accumulated in work areas, storerooms, closets, etc. Approved storage for combustible materials shall be provided. All trash, scrap material and recyclable paper/cardboard are to be placed in proper receptacles.
- Environmentally hazardous wastes placed in non-bulk containers must be labeled as to contents and stored in the designated area for proper disposal as outlined in the Hazard Communication Standard.
- Office areas, control rooms, lunchrooms, and all eating areas are to be kept in hygienic conditions and floors washed as needed to always provide satisfactory work areas.

Housekeeping Inspection Guidelines

- Interior Structure: Is there dust, shavings, lint, oil, moisture, grease, rubbish, environmental controls? Is there a need for maintenance?
- Floors and Stairs: Is there dust, dirt, rubbish, oil, water, worn, uneven, raised, and loose sections, cracks, holes, or protrusions? Is there a need for maintenance?
- Machines and Tools: Is there dirt, oil leaks, materials leaks, or a need for maintenance or replacement? Are tools stored properly?
- Lavatories and Change Facilities: Is there dirt, rubbish, moisture, oils and dirty clothing, paper and food scraps. Is there proper lighting and ventilation?
- Exterior Structure: Is there a need for maintenance, an accumulation of rubbish, storage of unnecessary goods and materials?

- Storage: Is there leakage, spillage, unstable stacking on uneven ground or floor surfaces, and storage in wrong areas? Are the materials too heavy, too big, or too high? Do they interfere with other areas or with facility traffic?
- Storage Areas: Are they properly designed, clearly marked? Are the aisles clear? Is there enough storage space?
- Waste Disposal: Is there proper location and number of bins? Are bins cleaned regularly? Are bins used for the proper materials? Do any bins need maintenance?

Responsibility

Department Supervisor

It is the responsibility of all supervisory personnel to ensure that all areas under their control comply with the standards.

Employee

It is the responsibility of all employees to clean and maintain their work areas.