HOUSEKEEPING IN LABS
Up-dated October 2011

I.   Principle:
   A. Housekeeping is important in any work area. A clean, well maintained work area
      improves safety by preventing accidents and can enhance the overall efficiency of work
      in the space. Many of the housekeeping tips below are common sense. It is suggested a
      cleaning routine be established for the work area, with weekly pick-up, and thorough
      cleaning once a month.

II. Procedure:
1. Keep the area as clean as the work allows.
    a. Work surfaces should be kept as clean as possible, with only those items needed
       for the immediate project on that surface
2. Clean all working surfaces and floors regularly
3. Keep floors clean and free of tripping hazards
4. Chemical products should be returned to their proper place after use.
5. Clean up all small spills immediately.
    a. Know what to do in the event of a hazardous material spill and take appropriate
       action immediately
6. Do not let stored items project beyond the front of shelves or counter tops.
    a. Restrain material stored near aisles, when necessary, to prevent them from falling
7. Keep stairways, hallways, passageways/aisles and access to emergency exits dry and free
   of obstruction
8. Store items so they do not block access to the fire extinguisher(s), safety equipment,
   electric panel boxes, or other emergency items such as an eyewash or safety shower.
9. Do not allow combustible material such as paper, cardboard box, or pallets to accumulate.
    a. Do not place these materials in hallways.
    b. Set up a process for immediate disposal or filing of items
10. Do not let materials accumulate.
    a. Ensure materials, chemicals, and equipment that are no longer needed, are disposed
       of properly or turned in as excess.
    b. Make sure you know how to manage laboratory wastes properly
11. Do not let materials accumulate in laboratory hoods.
    a. The safety of this workspace and the ventilations provided is compromised when
       excessive chemicals and equipment are kept in this space.