

North Dakota State University

Housekeeping

I. Introduction

All facilities of employment at NDSU shall be kept clean and orderly to the extent that the nature of the work allows. While cleanliness usually requires custodial-type skills, orderliness requires management skills - both of which improve efficiency while eliminating problems that have the potential for incidents and related losses.

II. Purpose

Proper housekeeping techniques are essential as they eliminate injury, illnesses and fire causes, which reflect an increase in compliance with the Building and Fire Codes. Proper housekeeping techniques also prevent wasted energy, maintain greatest use of precious space, keep stored inventory at a minimum, and help to control property damage. The added benefits are guidelines that guarantee good appearance, encourage better work habits, and reflect a well run facility.

III. Goals

To provide a safe operating procedure that maximized personal safety while performing the duties required of employment at NDSU.

IV. Procedures

1. Floors of every room shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained, a dry standing place shall be provided, or appropriate footgear shall be required. "Wet Floor" signs will be used when wet processes are in place.
2. To facilitate cleaning, every floor, working place, and passageway shall be kept free of combustibles, excess miscellaneous storage, protruding nails, loose boards, rugs, and unnecessary holes and openings.
3. Floors of every room shall be maintained free of debris and accumulations of dust. Clean up spills immediately. Replace any worn, ripped or damaged flooring that poses a tripping hazard.
4. Dust and dirt removal needs to be adequate so as to prevent health related problems associated with asthma, allergies, etc.
5. All building entrances, exits and aisles shall be clear of obstruction and maintained in accordance with the Building and Fire Code in all weather conditions. Any entrances that cannot be cleaned continuously should have anti-slip flooring. Cut down any weeds and keep bushes trimmed from around buildings as they can hide trip hazards.

6. Any receptacle used for solid or liquid waste or refuse shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition. Tight fitting covers shall be part of the disposal container unless it can be maintained in a sanitary condition without the cover.
7. All sweepings, solid or liquid wastes, refuse and garbage shall be removed in a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.
8. Aisles and stairways shall be kept clear of objects that can cause slips, trips and falls. Any worn or damaged stairway treads or railings will be repaired and/or replaced to eliminate the hazards as soon as possible. Stairways and aisles also require adequate lighting.
9. Stairs or platforms adjacent to or leading into the building(s) shall be provided with adequate rails, adequate treads to climb, and an area clean and free of materials.
10. Paths of egress need to be kept clear and maintained at all times throughout the building.
11. All tools, cords and equipment shall be maintained in good working order and used appropriately. All jobs related tools or equipment shall be maintained at the place of employment and stored in designated areas appropriate to the department.
12. Employees should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.
13. Locker rooms, wash rooms, toilets, drinking fountains and other similar facilities shall be maintained in a clean, sanitary condition.
14. Windows and lighting systems shall be clean, maintained and efficient for the task. Light fixtures in storage areas containing combustible materials should be protected against breaking. Comply with NDSU bulb disposal procedures and guidelines.
15. Heating/Cooling systems shall be maintained appropriately, free of dust and other contaminants, to meet the needs and requirements of the department and/or building.
16. Consumption or storage of food and beverages on the premises is permitted only where designated by the department /supervisor.
 - a. No employee shall be allowed to consume or store food or beverages in a toilet facility.
 - b. No employee shall be allowed to consume or store food or beverages in any area exposed to chemical or toxic material.

17. All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. Refrigerators and freezers shall be kept clean, sanitary and free of ice build-up.
18. Every enclosed workplace shall be so constructed, equipped, or maintained, so far as reasonably practicable as to prevent the entrance or harborage of rodents, insects, and other pests. A continuing and effective extermination program shall be instituted where their presence is detected.
19. All storage areas should be clearly marked. Stored materials must be at least 18 inches from the ceiling to maintain space for sprinkler heads to function properly. Stored material shall not obstruct aisles, stairs, exits, fire equipment, emergency eyewash stations, emergency showers, or first aid stations.
20. A clear space of 3 feet in front of, and clear access to, all fire extinguishers and electrical panels is required at all times.
21. Custodial rooms shall be maintained in a clean and organized matter. All chemical containers will be clearly marked with the container contents. Mops will be clean and hung to dry properly after every use. Do not store the mop in a bucket of dirty water.
22. Maintain emergency spill kits and other spill clean-up equipment and materials. Do not use a mop for spill clean-up of unknowns and other potentially infectious materials.
23. Compressed air should not be used for removing dust, dirt or chips from employees, equipment or working surfaces.

Remember – safety is everyone’s responsibility. Report hazards immediately to your supervisor or complete the NDSU Near Miss Report. Keep work areas neat and orderly, maintaining a safe work place for everyone.