



Housekeeping

Work areas can become congested during production and performance processes. Maintaining a clean work environment is essential to the prevention of injury, fire, and chemical spill.

Clutter can contribute to slip and fall injuries and struck by injuries and can increase the risk of fire. Everyone has a responsibility for keeping all areas of the Performing Arts facilities clean and orderly.



Basic Housekeeping Practices

1. Clean-up work surfaces when finished or at least at the end of each work session.
2. Place tools and materials back in their proper storage location at the end of use or the end of the work session.
3. Sweep the floors at least daily; sweep more frequently when the work generates waste material that falls to the floor, such as scrap materials, threads, wood chips, and saw dust.
4. Use a brush to clear waste from work tables, work benches, and machinery. Never use your hands.
5. Ensure trash and recycle receptacles are properly labeled and available.
6. Empty trash receptacles at the end of each day.
7. Immediately clean up spills of any kind. Follow hazmat spill procedures for large chemical spills.
8. Maintain well-organized storage areas.
9. Ensure storage areas are clean, dry, and labeled.
10. Place small items, such as fasteners, staples, bolts, nails, screws, brads, hinges, glues, molding, sandpaper, buttons, thread spools, needles, scissors, and makeup in sealed containers.
11. Purchase only the quantity of materials needed; avoid purchasing excessive amounts that clutter storage areas.
12. Conduct routine inspections and immediately correct unsafe conditions and behaviors.
13. Conduct routine inventories, and dispose of unnecessary materials.

Shop Housekeeping Practices

1. Avoid running power cords across or in aisles; use cord guards if necessary to reduce trip hazards.
2. Keep machines clean of all scrap materials.
3. Always sweep the floor clean of debris after each work session.
4. Avoid accumulating scrap lumber, metals, and other materials.
5. Secure stored plywood, lumber, metal, and plastics in a manner that prevents the stored items from falling.
6. Hang or otherwise secure ladders.
7. Store power tools with the power cords coiled.

8. Store power tools in their custom storage cases when such cases are available.
9. Never store flammable or combustible materials in the dimmer room.
10. Ensure sawdust collection systems are properly positioned and functioning properly.
11. Empty sawdust collection systems in accordance with the manufacturer's specifications to ensure they function properly.
12. Replace ventilation hood filters in accordance with the manufacturer's instructions.
13. Dispose of hazardous and industrial waste in accordance with the University's Hazardous Waste Program procedures. Call the EH&S Department if you have questions.

Talk to your supervisor if you have any questions about this information.