A. Summary

The University of California Davis strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. Lack of housekeeping is a major contributor to occupational injuries and illnesses. The guidelines outlined in this document are meant to establish the requirements and responsibilities for routine housekeeping to ensure that work areas are maintained in a clean manner, and present an acceptable appearance. This Standard Practice applies to all personnel and facilities of the University.

B. Procedures

All personnel will work towards maintaining their respective workplace in a clean and orderly manner.

Housekeeping encompasses all activities related to the cleanliness of University facilities, materials, and equipment and the elimination of nonessential materials and hazardous conditions.

The following general housekeeping practices must be applied to all areas within the University.

1. Garbage, scrap, and other trash materials are to be disposed of in containers constructed of noncombustible materials or approved nonmetallic materials (e.g. UL approved plastic).
2. Material and equipment will be stored only in appropriate storage locations.
3. Liquid spills are to be cleaned up immediately.
4. Equipment is to be kept clean and in good working condition.
5. Individual work areas are to be kept clean to ensure that work activities may proceed in an orderly and efficient manner.
6. Tools, supplies, parts, and equipment will not be used in a manner that would be hazardous or adversely affect work quality. Control should be used to ensure that the work area is maintained in an acceptable manner.
7. Welding splatter and slag should be contained with the use of high temperature protective screens or shields. Welding splatter or slag should be cleaned up before leaving the work area.
site for an extended period of time. The entire work site will be cleaned at the end of the work shift.

8. Compressed air shall not exceed 30 psi when used for cleaning purposes. Eye protection is required during these cleaning operations. The use of compressed air for cleaning an employee’s body or clothing is prohibited.

9. Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall while nearby items are being retrieved.

10. Items will not be placed in front of shelves so that employees must climb or reach to retrieve items. Shelves will only be one deep in all offices. Extra shelving, bookcases, or filing cabinets will not be stored in any office.

11. Storage of unnecessary combustibles, such as cardboard boxes is prohibited. Cardboard boxes will not be stored in the corridors for pick-up by custodial services. All cardboard must be taken to the recycle containers located outside of the facility.

C. Inspections

Industrial work areas will be inspected for deficiencies in cleanliness and good physical appearance. Inspections must be performed at a frequency that will ensure the desired level of cleanliness and appearance are maintained.

Supervisors of administrative areas should monitor these areas to ensure that housekeeping is acceptable.

In shared storage areas, shops, or offices, supervisors of the various employees must work closely together. Supervisors should develop an inspection checklist that is tailored to the individual shop or departmental area. All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.

Maintenance deficiencies that pertain to University facilities should be documented on, or transferred (if a checklist was used), to a Facilities Order Request and forwarded.

During inspections, any safety-related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the departmental supervisor.

D. Inspection Guidelines

1. Housekeeping must be maintained as an integral part of every work operation.

2. Receptacles must be available for waste and debris.
3. Cleaning and removal of waste, debris, and dust must be performed regularly.
4. A sufficient number of waste receptacles must be available to make use convenient.
5. Stairways, aisles, corridors, and passageways must be free from loose material and debris, and not used for storage.
6. Tools, cords, and other materials must not be strewn about where they may cause tripping or other safety hazards.
7. Locker rooms, wash rooms, toilets, drinking fountains, and other similar facilities must be constantly maintained in a sanitary condition.
8. Deficiencies in physical appearance, such as a need for painting and other appearance related maintenance items, should be noted during the inspections.
9. Deficiencies in the area of corrective maintenance, such as leaking valves or fittings, excessive motor vibrations, etc., should be noted during the inspections.

E. Responsibilities
Supervisors shall:
1. Ensure that requirements of this Standard Practice are being followed by conducting inspections, reviews, spot-checks, and other warranted follow-up action.
2. Plan for the necessary funding to ensure good housekeeping standards are maintained.
3. Conduct or arrange for inspections in their area of responsibility.
4. Ensure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness.
5. Initiate corrective action for deficient items noted during inspections.

Personnel shall follow the requirements of this Standard Practice.