**Workplace Housekeeping Checklist?**

DO:

* Minimize fire hazards by keeping workplace free of accumulated combustible materials and waste.
* Ensure that exits and aisles are clear of obstructions to allow easy evacuation of the building.
* Place all trash and scrap in proper containers.
* Keep oily rags in covered metal containers.
* Dispose of hazardous materials in approved marked containers.
* Store equipment and materials in their assigned location.
* Clean air vents and filters to maintain ventilation efficiency.
* Ensure that boxes, drums, and piles are located on a firm foundation and properly stacked.
* Clean up tools and unused materials after finishing a job or before leaving the job site.
* Clean up spills promptly according to procedures, using personal protective equipment (PPE) where necessary.
* Report hazards such as uneven boards, cracks, burnt-out lights. Fix immediately.
* Bundle hoses and cables when not in use.
* Place empty containers and pallets in designated locations.
* Dump small containers into larger ones.
* Keep only enough combustible materials at job site for job at hand.

DO NOT:

* Do not pile material around fire extinguishers, sprinklers, or emergency exits.
* Do not leave clean-up to last few minutes of shift or day.
* Do not clean equipment without "locking out."
* Do not reach into waste containers. Dump contents or remove bag.
* Do not blow off dust with compressed air. Use a vacuum or brush.
* Do not collect broken glass and metal straps in plastic bags.
* Do not use bare hands when collecting waste. Wear gloves to avoid cuts and splinters.
* Do not place materials on stairs.
* Do not use kegs or boxes as chairs or ladders.