

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.

EHS/RM Programs

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.

EHS/RM Programs

Page
2

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.
EHS/RM Programs	Page 5
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.
EHS/RM Programs	Page 6
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

When sweeping heavily dusty areas consider sweeping compounds to reduce airborne dust

Consider wiping surfaces with wetted rags, or dusting tools

Avoid Tracking Materials

It is important to minimize housekeeping issues by putting in place processes and equipment to prevent the spread of contaminants from one area to another. This is especially important in areas where activities are known to be messier such as for construction, workshops, laboratories and utility rooms.

Place mats on entry ways into buildings to prevent spreading water and dirt inside a building from outdoors

Place mats on the floor on entry ways from one area to another to minimize tracking materials on the feet

Remove all PPE specific to activity in one area before exiting to prevent spreading any collected contaminants

For short term construction projects consider creating a containment area to prevent the spread of dust and other debris

Limit access to areas that are known to be dirtier to minimize exposure and tracking of contaminants

Use different cleaning equipment for specific areas, for example don't use a mop used to

Schedule more frequent cleaning in areas

Material Handling

Inspect materials for splinters, nails or other protruding objects, jagged or sharp edges, burrs, and rough or slippery surfaces.

University of Alaska Anchorage	Section EHS/RM
ADMINISTRATIVE SERVICES MANUAL	Program No.
EHS/RM Programs	Page 7
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

Material Storage

Storage areas should not have an accumulation of materials that present hazards for tripping, fire, explosion or pests. Care should be taken when planning any project or workspace to include adequate storage space for the materials and equipment required. Space should be in proximity and accessible to promote frequent use, improving area housekeeping.

General Material Storage

Storage of materials should be secure, neat, and orderly to eliminate hazards and conserve space.

Keep materials at least 18 inches or more away from automatic sprinklers, fire extinguishers and sprinkler controls

Materials must be kept at least 3 feet from unit heaters, radiant space heater, duct furnaces, and flues

Make sure stored material does not obstruct any of the following:

- Safety Showers
- Fire Extinguishers
- Exits
- Electrical panels
- Fire alarm pull station
- Fire Doors

Consider purchasing or creating specialized storage racks for irregularly shaped items including long pipe sections, boards, ladders, etc. to keep organized and accessible

Avoid storing material directly on the ground, place on a shelf or pallet to discourage pests and allow for easy movement

Avoid storing materials on top of lockers or file cabinets to prevent them from sliding off

