



## Housekeeping

The University of Arizona generally provides housekeeping services to all of its facilities. However, it is the responsibility of all employees to adhere to good housekeeping procedures and to keep their work area neat, clean, and uncluttered.

Several OSHA regulations require written housekeeping procedures. These regulations are:

- 29 CFR 1910.38(b) – Fire Prevention Plan
- 29 CFR 1910.1030(c) & (d) – Blood borne Pathogens

Many other regulations also lead to or reference housekeeping procedures and for this reason, Steward Observatory requires its employees to adhere to the following general policies and procedures:

- Provide sufficient or required safe clearances and access to any and all work stations, exit corridors, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways. The usual public access way is at least 44 inches wide, but could be more in some circumstances
- Clearly mark to distinguish walkways from areas not for pedestrian traffic. All aisle ways, exits, and markings shall conform to the International Fire Code, Chapter 10
- Keep aisles and walkways free of physical obstructions that would prevent access and do not block exit signs
- Keep floors clean; dry as possible; slip resistant; and free of waste, unnecessary material, oil and grease, protruding nails, holes or loose boards. Work sites where waste or dirt accumulates should be cleaned at least daily and waste materials disposed of properly
- Tools should be picked up and stored properly at the end of each work day
- Keep doorways and loading docks free of debris and other obstructions
- Clean up spills immediately after they occur and do not allow boxes of “stuff” to accumulate on the floor. If it is important enough to keep, it should be stored safely on a shelf and not become a tripping hazard. Also, do not store anything within 18 inches of the ceiling if the room has a fire sprinkler system or 24” if fire sprinkler system is not present
- Establish a monthly or quarterly procedure to walk through your work area and dispose of unused and unneeded “stuff”. If you have unneeded stuff with residual value, contact the Surplus Property Coordinator in the Business Office who will arrange for disposal