

4. General Housekeeping Standards

- a. Responsible departments must ensure that all College facilities are regularly inspected on an appropriate schedule for housekeeping needs and hazardous conditions. All identified hazardous conditions must be reported to the appropriate party (supervisor, the Office of Facilities Management (“Facilities”), or College Police), secured against further use or hazard, and timely corrected, repaired, or disposed of.
- b. The College must engage in regular preventative maintenance on an appropriate schedule based on the nature and severity of potential hazards involved with a particular facility, tool, or piece of equipment.
- c. Each College department must develop and maintain department-specific protocols, with standards at least as rigorous as those outlined in this procedure. Such protocols must include taking an inventory of areas under control and the location of potential hazards, materials handling and storage, preventative maintenance and inspection schedules, processes for reporting hazardous conditions and securing against future use until correction, and cleanliness and safe waste disposal. Each department must ensure that all employees, as well as all contractors and authorized students working in their facilities, are aware of and trained on their department-specific protocols.
- d. The College’s Manager, Insurance and Risk is available for consultation on the development and implementation of department-specific protocols.

5. Walkways and Working Surfaces

- a. All walking and working surfaces must be maintained, insofar as practical, dry and free of debris that can create slip, trip, fall, and fire hazards, including but not limited to ice, snow, liquids, spills, holes, openings, protruding nails, and loose boards.
- b. Areas that cannot in practice be continuously cleaned or maintained, such as entranceways, must have anti-slip flooring. Leaks creating a hazardous walkway or working surface must be properly contained or repaired.
- c. When wet processes are used, adequate drainage must be maintained, and platforms, mats, or other dry standing places must be provided.
- d. All passageways and stairways must be kept clear of obstacles at all times, in good repair, clearly defined, and with adequate lighting.
- e. All flexible cords must be organized, secured, and out of walking areas to prevent tripping.

6. Cleanliness

- a. All College facilities, as well as all vehicles and equipment used for College operational purposes, must be kept clean, orderly, and maintained in a sanitary condition to the extent by which the nature of work allows by the employees, contractors, or authorized students working in the area.
- b. All items that have been identified as hazardous, decommissioned, expired, broken, or no longer in use must be removed and properly disposed of. If such items cannot be immediately removed, they must be secured against future use until such safe removal can occur.
- c. All floors shall be kept free from wet and dry spilled materials and liquids by prompt cleaning and drying. Access to the spill area must be blocked off prior to cleanup. Where a spill involves chemical, hazardous, and/or environmentally dangerous materials, employees working with such materials must follow exposure containment plans and notify Facilities. Blood and body fluid exposure situations must be handled pursuant to College's Blood and Body Fluid Exposure Procedure.
- d. Eating or drinking is prohibited in areas where hazardous materials are stored and handled. Smoking and vaping are prohibited at all College facilities at all times.
- e. All eating and food preparation areas must be cleaned after each shift, and all food waste must be kept in rodent-proof containers.

7. Materials Storage

- a. General
 - i. All stored materials must be clearly labeled, placed in a designated area with labels facing outward, and stored in an area with adequate access and working space.
 - ii. All storage areas and supply rooms must be kept clean, well-organized, and free of an accumulation of materials that may cause tripping, strains, fires, explosions, infestations, or other hazards.
 - iii. Materials should be stored in a manner that makes them easy to access as necessary and takes into account material specifications, such as height and weight. For example, heavier items should be stored on lower shelves and in close proximity to their point of use.
 - iv. If necessary, storage areas should be located close to the delivery area so as to minimize transport of heavy and/or hazardous materials on College facilities.

- v. Storage of any materials may not block access to other materials or College equipment.

b. Indoor Storage Requirements

- i. When storing materials indoors, College employees, contractors, and authorized students must take into account maximum safe load limits of floors, lofts, storage racks, and other similar storage areas.
- ii. When storing materials overhead on lofts, balconies, or mezzanines, toe boards must prevent objects from falling over the edge.
- iii. Storage is not allowed in stairways or areas of emergency egress, even on a temporary basis. When maintenance, repairs, or other work require temporary obstruction of any part of an emergency egress, the area must be attended at all times and attending individuals must be ready to immediately remove any obstructions in an emergency.
- iv. Any stored materials must not rise to closer than 18 inches below the ceiling and may not otherwise obstruct the effective operations of sprinkler heads, light fixtures, security cameras, or other equipment affixed to walls or ceilings.

c. Exterior Storage Requirements

- i. Permission and a location for storing materials outside is provided by Facilities.
- ii. Adequate means must be taken to protect stored items from excessive deterioration caused by outdoor environmental elements such as, but not limited to, trash, debris, leaves/vegetation, weeds, and snow/ice.
- iii. Open storage areas of combustible materials must have driveways between and around piles that are at least 15 feet wide, and such piles must be stable and in no case higher than 20 feet.

d. Electrical Materials

- i. All electrical equipment must be maintained in good working order. Facilities must be contacted when repairs are needed.
- ii. Sufficient access and working space must be provided and maintained around all electrical equipment to permit safe operations and maintenance. At least three feet of clearance is required in front of electrical panels and emergency shut-off equipment.
- iii. Flexible cords must not extend through walls, ceilings, floors, or under doors or floor coverings, or otherwise be subjected to damage, and must be inspected

regularly to confirm they are free from splices and taps and effectively grounded.

- iv. Extension cords may only be used on a temporary basis (90 days or fewer), and must be stored neatly when not in use. Power strips equipped with internal fuses are required for permanent electric wiring needs.
- e. Chemical and Flammable Materials
 - i. All chemicals, whether flammable, toxic, or not, must be stored in clearly labeled, leak-tight containers placed neatly in designated areas.
 - ii. Chemicals and flammable material storage spaces must be regularly monitored and inspected for leaks, foul odors, and other hazardous conditions. Such storage areas must be accessible at all times; nothing should be placed in front of or stacked against or around any storage cabinet or the door to any storage room. The door to storage cabinets or rooms should remain closed at all times except when materials are being taken out or placed back inside.
 - iii. Flammable liquids and other hazardous chemicals shall be stored in listed NFPA 30/OSHA-approved flammable storage cabinets or approved safety cans, must not contact any luminaire, driver, wiring, or housing, and must maintain at least a 12-inch buffer from LED lighting strips.
 - iv. Chemicals and other flammable materials should never be stored at a student's workspace unless approved by a lab class teacher of record.
 - v. Any chemical spills must be reported immediately to Facilities for further instruction. Only individuals who are properly trained in the cleaning of the particular chemical and who are wearing appropriate PPE may take cleaning measures prior to the arrival of Facilities employees.
- f. Waste
 - i. Debris and trash shall be maintained as it is generated. All sweepings, solid or liquid wastes, and garbage must be removed as often as necessary to maintain a safe, sanitary, and clutter-free environment.
 - ii. Dirty, oily, or wet waste rags and cloths must be deposited in properly labeled, metal disposal containers, which should be located in each room where chemicals of any type are used. Such containers must be maintained in good working order with a tight fitting cover. Containers should be disposed of as soon as practical, using approved methods and vendors, and per any applicable regulatory requirements. The College Office of Insurance and Risk Management may be consulted on approved container disposal methods.

8. Materials Delivery and Handling

- a. The College department responsible for ordering equipment, tools, materials, or storage supplies is responsible for coordinating their delivery. Coordination includes expected date of delivery, types and quantities delivered, storage location, and inspection of materials for hazards.
- b. Every effort shall be made to limit the amount of materials being delivered at any one time in order to not create hazards or obstruct walkways or areas of emergency egress, as well as to deliver materials in a manner that is close in proximity to where they will be stored.
- c. All movement of materials must be undertaken in a safe manner. If a load is determined to be too heavy or awkward for one employee to handle, the employee must obtain assistance or use a lifting aid.
- d. Prior to transporting materials, the transport route must be assessed for hazards and a plan initiated or safe and clear passage. No materials may be transported when vision is obstructed.
- e. All appropriate PPE must be worn when transporting materials.
- f. Dock boards or bridge plates must be used when transferring material between docks and trucks.

9. Student Lab Stations

- a. Lab class instructors of record are responsible for outfitting students with proper PPE and training them on the use, potential hazards, safe handling, storage, and emergency response protocols developed pursuant to Section 4(c) prior to allowing access to potentially hazardous materials or equipment.
- b. Instructors must maintain continuous supervision of students while lab activities are in progress and must immediately intervene if unsafe practices are observed.
- c. Before leaving a lab station, students must thoroughly clean their work area, properly dispose of debris, and return all chemicals and materials to clearly labeled, leak-tight containers stored in designated areas.

10. General Contractor Responsibilities

- a. General Contractors are responsible for ensuring all subcontractors abide by this procedure. If a subcontractor fails to or cannot abate an issue, it shall be the responsibility of the General Contractor to abate the issue on behalf of the subcontractor.

- b. General Contractors must follow this procedure in any areas under its control while working at the College and must notify the College's project manager or Facilities of any hazardous conditions observed, reported, and/or corrected.

11. Exceptions

Exceptions to this procedure must be approved in writing by the College President or designee.

President Initials: FDW

Approval Date: November 13, 2025