Building Services Closet and Storage Policy

Areas assigned to Building Services staff include any and all storage spaces and custodial closets within that assigned area. As part of regularly assigned duties, each staff member is responsible for the upkeep and control of all storage spaces and custodial closets located within their work area. It is expected that every area will be monitored for safety hazards. Any hazards discovered must be promptly remedied and/or reported to the Building Services Manager. Building Services staff is required to inspect each closet in their work area daily and ensure that:

1) All closets are kept in a neat and orderly manner.
2) All closets are properly stocked.
3) All supplies are properly stored.
4) All equipment is properly stored and in good working condition.
5) All electrical cords are in good condition and stored properly.
6) All chemical containers are properly labeled and stored.
7) Any visible hazards are identified and properly remedied or reported.
8) No unauthorized products or supplies are present.
9) Electrical panels are free of obstruction.
10) Flammable and combustible materials are properly stored.
11) All universal waste is properly packaged, labeled, and stored.

All storage spaces and custodial closets are to be locked at the conclusion of the work assignment. It is the responsibility of Building Services staff to ensure that all storage spaces and custodial closets are locked and secured before leaving the work area. All storage spaces and/or custodial closets containing “non-student-worker use” chemicals must be locked at all times.