

Appendix -3

Global Housekeeping Guideline



Area of Focus	Observe the Standard Requirements
Surfaces	No sharp objects protruding such as nails, burrs, splinters
	No unprotected holes or openings
	No loose boards
	No dirt, dust or loose material on the walking surface
	No tools, equipment, hoses, cables, wires, or extension cords laying on the walking path
	No liquid spills
	Handrail surfaces are free of sharp protrusions and buildup of wet or dry material
Work Areas	Free of garbage and other debris
	Work benches / tables free from unnecessary tools and equipment
	Unused hoses and cords properly stored
	Cabinet doors and drawers closed
	No visible damage on tools, electrical cords, outlets, hoses, and other equipment
	No drips or leaks present
	Tools stored in proper location
	Aerosol cans / flammables properly stored or in the correct disposal container.
	Suspended fixtures securely fastened and free from buildup
Wet Surfaces	The drainage system is working as designed
	If required, grating, mats, or raised platforms are provided to prevent workers from walking in the wet material
	Algae growth is cleared and surfaces checked for slipping hazard
Access - Emergency & Safety Equipment	No material is blocking immediate access to emergency and safety equipment, including safety showers, eyewash stations, fire extinguishers/hydrants, emergency alarm push stations, electrical switch boxes, and any other safety equipment.
	All emergency and safety equipment signs and markings are present and readable
	Lighting is functioning as intended
	Emergency egress pathways are clear and unobstructed.
Vegetation / Snow	Removed to ensure clear access
	Cleared from obscuring the visual inspection for hazards such as leaks, holes, and wildlife.
	A 25 foot / 7.62 meters clear perimeter is maintained around all reagent, fuel, and chemical storage areas.
	Sidewalks, walking paths, roadways and road crossings are clear.
Storage	Material being stored does NOT create a tipping over or falling over hazard.
	No material stored in overhead/high reach places where it can fall down.
	Any secondary containment is clean and in good material condition to contain the spill it is intended to hold (i.e. no cracks or holes, or open valves/ports).

Appendix -3
Global Housekeeping Guideline

Waste & Trash	No waste and trash on the ground/floor or on ledges, equipment, etc.
	All waste and trash in the proper category receptacle.
	Active job sites - are clean and orderly.
	Inactive job sites - parts, old material, scrap, and trash removed, no tools out
	Empty drums (oil, grease, solvents) labeled and stored neatly in designated areas.
	Only proper waste receptacles in use and covered if required.
	All waste containers are not overloaded or overflowing.
Roads & Parking	Roads are free of product or material waste and buildup.
	Intersections or crossings are free of obstructions that block line of sight for drivers or pedestrians.
	Road markings are clear and readable.
Signage	Signs, placards, and labels are in good condition and readable.
	Proper traffic signs are installed where required.
	All signage is securely mounted and not at risk of falling.
Admin/General Buildings	Bathrooms are clean, have working plumbing and water, and have required hygiene supplies (soap, paper towels, hand drier, etc.).
	Kitchen areas are clean and have working plumbing and water, appliances are clean and in proper working order, and there are supplies for hygiene and utensil cleaning.
	Heating, Ventilation, and Air Conditioning (HVAC) units are in proper working condition. Filters are clean and maintenance current.