

### 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.                                     |
|                         |                                                                                                                                                                         |