

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-29
Subject:	Clean Work Space (Shop)	Effective Date:	February 1993
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

A clean and orderly work area will be maintained at all times.

Purpose

To ensure the safe and adequate work space for other employees.

Procedure

All bench top and floor space work areas will be cleaned after each specific job. This is to insure that parts from one job do not mix with another job and that the work space will be ready to use by others without the necessity to clean the area first.