

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-29</b>
<b>Subject:</b>	<b>Clean Work Space (Shop)</b>	<b>Effective Date:</b>	<b>February 1993</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**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.