


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Safety	Procedure Number:	SA-16
Subject:	Cleanliness of Work Area	Effective Date:	September 1994
		Revised Date:	December 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All areas that are the responsibility of the Facilities Maintenance Department will be kept clean and orderly.

Purpose

To provide a clean and orderly work place and to reduce the potential of injury relating to an untidy work place.

Procedure

1. All are work places will be cleaned at regular intervals.
2. A preventative maintenance task will be established in the automated work order system to ensure cleaning of equipment rooms and work places.
3. The Facilities Maintenance Managers will be responsible for ensuring that equipment rooms and work places are kept clean and orderly.