**SECTION:** **AGENCY PROPERTY**

**POLICY:** Housekeeping **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE**

The purpose of this policy is to provide a clean, orderly, and hazard-free workplace. This ensures a safe, organized, and professional work environment that safeguards employee health, city assets are preserved, and projects a professional image to the public.

**DEFINITIONS**

1. Housekeeping: Routine and preventive cleaning, organizing, and maintenance activities that eliminate clutter, spills, and other hazards.
2. High-Traffic Areas: Locations such as entrances, corridors, restrooms, kitchens, and break areas that demand more frequent cleaning and inspection.
3. Corrective Action: Immediate measures taken to remedy housekeeping deficiencies and prevent recurrence.

**APPLICABILITY**

This policy applies to all City employees, contractors, interns, and volunteers working in or visiting City facilities, field sites, and vehicles.

**POLICY**

All employees must maintain an orderly workspace, promptly address spills or obstructions, and comply with established cleaning schedules and waste-disposal procedures.

**PROCEDURES**

1. General Standards
2. Keep floors, aisles, and exits clear of debris, extension cords, and equipment at all times.
3. Store tools, supplies, and materials in their designated locations after use.
4. Ensure containers, shelving, and pallets are stacked safely and below maximum load limits.
5. Spill and Hazard Response
6. Isolate the area, post signage, and wear the appropriate PPE.
7. Contain and clean spills using approved absorbents or neutralizers.
8. Dispose of contaminated materials per Environmental Health and Safety (EHS) guidelines.
9. Report significant spills (e.g., hazardous chemicals, bodily fluids) to EHS immediately.
10. Waste Management
11. Segregate waste into designated bins: landfill, recycling, confidential shredding, and hazardous.
12. Never overfill containers; arrange timely removal with Facilities.
13. Label and secure hazardous-waste drums; schedule disposal through licensed vendors.