

HOUSEKEEPING

General:

- The C-A Department is committed to maintaining a quality housekeeping program that provides a safe and healthy environment for its employees and the community.
- The intent is to maintain C-A Department facilities in a manner that minimizes loss to persons or property and maximizes operations.
- Housekeeping is a direct responsibility of all employees, and each employee is held accountable to do the things necessary to implement an effective housekeeping program.

Practices:

- Trash must be disposed of or recycled as appropriate.
- Spills must be cleaned up immediately. Spilled materials must be put in designated, marked containers for proper disposal.
- Activated materials in uncontrolled areas should be investigated, evaluated and corrective action taken.
- Offices, work areas and break areas must be cleaned regularly.
- All employees must keep their work areas clean and orderly.
- All active work areas at C-A Department must be cleaned daily.
- Tools must be picked up and stored.
- Work materials must be stacked or located neatly and in an orderly way.