Housekeeping

Good housekeeping is essential in the lab to ensure everyone’s safety and the integrity of your work. Here are some reminders:

- Keep aisle space clear (3 ft. min)
- Remove any tripping or slip hazards (cords, containers, spills, etc.)
- Remove any unnecessary boxes or equipment
- Keep benches clear and organized
- Clean out and defrost your freezers and refrigerators on a regular basis (yearly)
- Dispose of unneeded items
- Be sure to label everything
- Visit the Green Labs site for info on the freezer defrosting program: [http://www.dartmouthgreenlabs.org/freezer-chill-out.html](http://www.dartmouthgreenlabs.org/freezer-chill-out.html)
- Dispose, empty or treat waste promptly
- Do not allow waste to accumulate
- Keep your work area free of unnecessary items

Contact EHS for specific questions, 646-1762 or e-mail ehs@dartmouth.edu
Do weekly housekeeping checks of the lab

Designate one day a month (or more) to clean and organize the lab

Good housekeeping allows labs with limited space to make the most efficient use of that space

Create a hazardous material inventory and take stock every year. Dispose of those items which are no longer of use

Clean up spills or residue immediately

Keep items away from the edge of the bench or table

Remove food and drink items from the lab

Lead by example and instill the need for good housekeeping in the lab!

Maintain access to emergency equipment:

- Safety showers
- Eyewashes
- Exits
- Fire extinguishers
- First aid kits
- Spill kits
- Emergency shut offs
- Electrical panels

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