Custodial Supply Control

I. Purpose

The purpose of this regulation is to state procedures for control and storage of custodial cleaning chemicals and supplies used.

II. Definition

Cleaning chemicals and other cleaning agents are those materials provided to Division facilities for the purpose of cleaning and maintaining sanitation.

III. Responsibilities

A. It shall be the responsibility of the building principal and custodial manager to identify a room where cleaning chemicals and other agents will be secured, controlled, and properly stored.

B. All custodial personnel shall be trained and certified in chemical use by the Office of Facilities Services.

C. Individuals trained shall be responsible for chemical use in accordance with labeled instructions and oral directions.

D. Cleaning chemicals and related cleaning agents shall be stored in tightly closed containers and labeled as to contents and use in accordance with all E.P.A. and OSHA requirements.

E. Custodial storage areas shall be locked at all times.

F. A visual inspection shall be made of the storage areas by the quality assurance specialists on a periodic basis to ensure that supplies are being stored and labeled properly and the storerooms are maintained in accordance with good housekeeping standards.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.