

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.

**EHS/RM Programs**

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- When sweeping heavily dusty areas consider sweeping compounds to reduce airborne dust
- Consider wiping surfaces with wetted rags, or dusting tools

### **Avoid Tracking Materials**

It is important to minimize housekeeping issues by putting in place processes and equipment to prevent the spread of contaminants from one area to another. This is especially important in areas where activities are known to be messier such as for construction, workshops, laboratories and utility rooms.

- Place mats on entry ways into buildings to prevent spreading water and dirt inside a building from outdoors
- Place mats on the floor on entry ways from one area to another to minimize tracking materials on the feet
- Remove all PPE specific to activity in one area before exiting to prevent spreading any collected contaminants
- For short term construction projects consider creating a containment area to prevent the spread of dust and other debris
- Limit access to areas that are known to be dirtier to minimize exposure and tracking of contaminants
- Use different cleaning equipment for specific areas, for example don't use a mop used to
- Schedule more frequent cleaning in areas

### **Material Handling**

- Inspect materials for splinters, nails or other protruding objects, jagged or sharp edges, burrs, and rough or slippery surfaces.
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## **Material Storage**

Storage areas should not have an accumulation of materials that present hazards for tripping, fire, explosion or pests. Care should be taken when planning any project or workspace to include adequate storage space for the materials and equipment required. Space should be in proximity and accessible to promote frequent use, improving area housekeeping.

### **General Material Storage**

Storage of materials should be secure, neat, and orderly to eliminate hazards and conserve space.

- Keep materials at least 18 inches or more away from automatic sprinklers, fire extinguishers and sprinkler controls
- Materials must be kept at least 3 feet from unit heaters, radiant space heater, duct furnaces, and flues
- Make sure stored material does not obstruct any of the following:
  - Safety Showers
  - Fire Extinguishers
  - Exits
  - Electrical panels
  - Fire alarm pull station
  - Fire Doors
- Consider purchasing or creating specialized storage racks for irregularly shaped items including long pipe sections, boards, ladders, etc. to keep organized and accessible
- Avoid storing material directly on the ground, place on a shelf or pallet to discourage pests and allow for easy movement
- Avoid storing materials on top of lockers or file cabinets to prevent them from sliding off
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