

# CUSTODIAL ROOM

The custodial room is the custodian's "tool box". This is where work originates. The quality and quantity of work will depend on the way this space is maintained.

- Custodial Rooms should be locked and items secured at all times. (Never leave a custodial room open and unattended.) Keep key cabinets locked and have an inventory of all keys.
- Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored should be inaccessible to students. (WAC 246-366-050- From the State Department of Health Safety Guide for K-12 Schools and OSPI)

## 1. HOW TO SET UP A CUSTODIAL ROOM

Take into consideration the following:

- What items are used most often?
- How will I best dispense my chemicals?
- How do I best utilize the space?
- How can I organize the room so it is easy to keep neat and tidy?
- Allow enough storage space for heavy use and frequently used items.
- Use deep shelves if possible for paper products.

Have an order or system so that all chemicals are easily identified and stored in such a way that if leaks were to occur there would not be a potential hazard. Make sure all bottles are properly labeled.

- Store all heavy items on the lower shelves.
- Sinks are to be kept clean and clear of clutter.
- Maintain clear access to the shelves.
- Hang MSDS sheets in a folder on the back side of the door. Make sure MSDS folders are kept up to date.

## 2. USE OF THE CUSTODIAL ROOM

The custodial room is to be used for the purpose for which it was designed. It was built as a place the custodian uses to store his/her equipment, supplies, and tools to do the work. The custodial room is a working room, therefore it must be kept neat and clean at all times. It is not a "catch-all" storage area for items not put away.

## 3. SAFETY IN THE CUSTODIAL ROOM

- Store ladders in such a way that they will not fall.
- Make sure that all materials are stored properly.
- Make sure trash is put in the dumpster at the end of your shift and not stored in the custodial room.
- Make sure that mops, brooms, and other tools are properly stored so that the room is safe.

- Watch for frayed cords and missing grounds on equipment and repair immediately.
- NEVER STORE BLEACH AND AMONIA NEXT TO, OR ONE ON TOP OF EACH OTHER. KEEP THEM AS FAR APART AS POSSIBLE (or products containing them)
- Make sure all containers are properly labeled.
- Make sure that lamps, especially fluorescents are properly stored.
- Make sure the room works for you. Set it up for your convenience.
- Always make sure the custodial room is locked when you are not there.
- Don't cover the electrical outlets.
- Attach a short hose to your water tap to make filling your buckets easier.

#### **4. THE CUSTODIAL CART**

The custodial cart is an extension of the custodial room. As the time you have to clean is limited and the area to clean is large, it is extremely important that you have a neat and organized custodial cart. A little time spent at the end of the shift to clean and restock your cart for the next day is time well spent, and keep in mind to: "Be prepared for your job."