SF Janitorial

PRINTABLE TEMPLATE

SDS binder kit: cover page, index and dividers

Walk the spots, fill in the cover, give each product a row, then tick one divider system.

Facility _____ **Binder kept at** _____

Keeper _____ **Backup keeper** _____

Last reviewed _____

Storage spots walked

- ☐ Janitor's closets, floor by floor
- ☐ Breakroom and kitchen cabinets
- ☐ Mailroom and copy room shelves
- ☐ Engineering or maintenance room
- ☐ Garage or loading area
- ☐ Other spot: _____

Product index

	PRODUCT	MANUFACTURER	USED IN	SHEET DATE	DIVIDER
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Divider system (tick one)

- ☐ Alphabetical, by the name on the label
- ☐ By floor or room
- ☐ By product type

Upkeep

- [ ] New product: row added, sheet slotted behind its divider that day
- [ ] Product gone for good: sheet pulled from active dividers, row dated
- [ ] Review walk done on the date beside Last reviewed
- [ ] Shelves matched to index rows
- [ ] Cover refreshed with the new Last reviewed date
- [ ] Binder back on the shelf named on the cover
- [ ] Keeper and backup keeper still on staff

Notes