

(Reviewed 10/07)

HOUSEKEEPING FOR THE ARTS

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

Good housekeeping is important in any work area to reduce hazards and potential for incidental exposure to materials. A clean, well-maintained work area also improves efficiency of work in the space. Routinely taking time to clean may save many hours trying to find supplies and materials you know you have. Many of the housekeeping tips below are common sense. It is suggested a cleaning routine be established for the studio area, with daily pick-up, and thorough cleaning and vacuuming once a week. Additional cleaning will depend on the work being done.

- Keep the area as clean as the work allows. Clean all working surfaces and floors regularly. Use vacuum equipment or damp cloths or mops to clean. If the dust contains toxins such as lead or silica, use a HEPA vacuum or damp mop techniques.
- Avoid dry sweeping. It stirs up contaminants in the air and can contribute to your exposure and the exposure of others in the space.
- When work being done generates an unusual amount of dust, seek methods for doing the work to reduce the dust.
- Return chemical products to their proper place after use with lids securely in place on the container.
- Do not let stored items project beyond the front of the shelf or counter top. Restrain materials stored near aisles, if necessary, to prevent their falling.
- Keep stairways, hallways, passageways/aisles and access to exits dry and free of any obstructions. In open areas, delineate paths of travel with tape to clearly mark space to be kept free of obstructions.
- Do not let stored items or equipment block access to the fire extinguisher(s), safety equipment such as emergency eyewash and shower, or electric panel boxes.
- Do not let combustible materials such as paper, cardboard boxes, or pallets accumulate in the work space.
- Keep work mats in good condition and make sure they lie flat. Mats with sloped edges are preferable to mats with straight edges. Such mats facilitate movement of carts in the area, and reduce the tripping hazard.
- Properly dispose of or recycle materials and equipment no longer needed for use in the area. This action will free space for safely storing and using items that are needed.
- Anticipate potential emergencies such as a chemical splash or spill, and make sure you have appropriate procedures, training, equipment, and supplies to handle potential emergencies. Supplies should be maintained for clean up of small spills of common chemicals used for your work.