

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: GOOD HOUSEKEEPING PRACTICES AT MAINTENANCE YARDS – STANDARD OPERATING PROCEDURE (SOP)	Page: 14.08.01
	Date: 9/23/04
	Rev: 10/24/17

General

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in County College of Morris. The purpose of this SOP is to provide a set of guidelines for the employees of County College of Morris for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the County College of Morris and is meant to augment the currently enforced Right-to-Know procedures.

Authority

Vice President for Business and Finance
Director of Plant and Maintenance
Director of Public Safety

Responsibility

Associate Director of Plant and Maintenance
Custodial/Ground Supervisor
Plant & Maintenance Staff
Auto Mechanic
Contractor Personnel

Procedure
(general)

1. All containers should be properly labeled and marked, and the labels must remain clean and visible.
2. All containers must be kept in good condition and tightly closed when not in use.
3. When practical, chemicals, fluids and supplies should be kept indoors.
4. If containers are stored outside, they must be covered and placed on spill platforms.
5. Keep storage areas clean and well organized.

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6. Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
7. Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
8. Place trash, dirt and other debris in the dumpster.
9. Collect waste fluids in properly labeled containers and dispose of them properly.
10. Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

Procedure

(Salt and de-icing material handling)

1. During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
2. Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
3. Minimize the tracking of material from storage and loading/unloading areas.
4. Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
5. Any materials that are stored outside must be tarped when not actively being used.
6. If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting

1. Conduct clean up of any spill(s) immediately after discovery.
2. Spills are to be cleaned using dry cleaning methods only.
3. Contact the County College of Morris **Department of Public Safety**
973-328-5550

Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make repairs as necessary.
2. Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.