

**UNIVERSITY of NORTH DAKOTA  
PROCEDURE LIBRARY**

**PROPER CARE/UPKEEP OF EDUCATIONAL and WORK AREAS**

Procedure: Proper Care/Upkeep of Educational and Work Areas  
Responsible Executive: Associate Vice President for Public Safety  
Responsible Office: Office of Safety  
Issued: November 4, 1998  
Last Review / Revision: July 13, 2016



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**REASON FOR PROCEDURE**

The University of North Dakota (UND) strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. Proper care and upkeep of educational and work areas reduces the opportunity for occupational injuries and illnesses. The guidelines outlined in this document represent acceptable practices for routine housekeeping to ensure educational and work areas are maintained in a clean manner and present an acceptable appearance.

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**CONTACTS**

Specific questions should be directed to the following:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office or Department E-Mail / Web Address</b>
<b>Corrective Maintenance</b>	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>
<b>Hazardous Conditions Constituting Imminent Danger</b>	Office of Safety	(701) 777-3341	<a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a> <a href="http://UND.edu/public-safety/office-of-safety.cfm">http://UND.edu/public-safety/office-of-safety.cfm</a>
	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>
<b>Inspection Checklists</b>	Office of Safety	(701) 777-3341	<a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a> <a href="http://UND.edu/public-safety/office-of-safety.cfm">http://UND.edu/public-safety/office-of-safety.cfm</a>
<b>Physical Appearance Needs</b>	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>
<b>Receptacles: Recycling or Waste</b>	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>

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	Office of Safety	(701) 777-3341	<a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a> <a href="http://UND.edu/public-safety/office-of-safety.cfm">http://UND.edu/public-safety/office-of-safety.cfm</a>
<b>Safety Deficiencies</b>	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>
<b>Spill Clean-up</b>	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/index.cfm">http://UND.edu/finance-operations/facilities-management/index.cfm</a>

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## DEFINITIONS

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<b>Housekeeping</b>	Encompasses all activities related to the proper care and upkeep of University facilities (educational and work areas), materials, and equipment, and the elimination of nonessential materials and hazardous conditions.
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## PRINCIPLES

**OVERVIEW** – UND strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. Proper care and upkeep of educational and work areas reduces the opportunity for occupational injuries and illnesses. The guidelines outlined in this document represent acceptable practices for routine housekeeping to ensure educational and work areas are maintained in a clean manner and present an acceptable appearance. Failure to follow the practices and procedures outlined in this document may lead to disciplinary action. For employees, this may include disciplinary action up to and including termination.

## PROCEDURES

### General Information

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Faculty, staff, and students must maintain their educational and work areas in a clean and orderly manner. The following general housekeeping practices must be applied to all educational and work areas within the University.

1. Perform housekeeping duties as an integral part of every educational/work operation.
2. Maintain clean individual educational/work areas.
3. Utilize appropriate receptacles for recycling, waste, and debris. For assistance with receptacles, contact Facilities Management.
4. Clean up liquid spills immediately. If assistance is needed, contact Facilities Management.
5. Store materials and equipment in appropriate locations.
6. Arrange shelved items so that the items cannot easily fall while being retrieved.
7. Do not place items in front of shelves that may force individuals to climb or reach to retrieve shelved items.
8. Limit the storage of combustible materials, including but not limited to paper products and cardboard boxes.
9. Store items 18 inches below the plane of sprinkler heads, or 24 inches below the ceiling in areas without automatic sprinkler systems.
10. Keep equipment clean and in good working condition.
11. Ensure stairways, aisles, corridors, and passageways are free from loose material and debris, and are not used for storage.
12. Ensure tools, cords, and other materials are not strewn about where they may cause tripping or other safety hazards.

### Monitoring and Inspections

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Supervisors should monitor educational and work areas to ensure housekeeping standards are acceptable. Inspections should be performed at a frequency developed to maintain the desired level of cleanliness and appearance. In shared storage areas, shops, or offices, supervisors must work closely together to ensure that housekeeping is maintained in an acceptable manner. Supervisors may develop a checklist tailored to specific areas that assist in completing inspections. For assistance in developing a checklist, contact the Office of Safety.

All deficiencies noted during the inspection should be documented in sufficient detail to allow for use as a cleanup guide. Corrective maintenance (e.g., leaking valves or fittings, excessive motor vibrations, etc.) and physical appearance needs (e.g., painting, carpet cleaning, stained ceiling tiles, etc.) should be noted and must be reported to Facilities Management for repair. Any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger must be immediately reported to the Office of Safety and, when necessary, Facilities Management.

### RELATED INFORMATION, RESOURCES & FORMS

There are no related information, resources, or forms associated with this procedure.

### REVISION RECORD

<b>11/04/1998 – Procedure Implementation</b>	
<b>07/13/20106 – Revision</b>	Revised content to be more concise and applicable across campus (students, faculty and staff) in educational and work areas.