

**SECTION 22****HOUSEKEEPING**

1. Housekeeping on the site is the responsibility of everyone! This policy provides the minimum procedures to be followed for maintaining orderliness on the work site. It applies to all employees and subcontractors.
  - 1.1. Exposed nails in scrap lumber must be pulled out to keep from protruding and causing injury.
  - 1.2. Each person is responsible for keeping his immediate work area free of trash, excess scrap material, and tools not in use.
  - 1.3. Keep air hoses, welding leads, and extension cords out of doorways and walkways and off the floor to prevent tripping. Whenever feasible, cords, welding leads, etc. shall be secured at least six (6) feet above grade to reduce tripping hazards.
  - 1.4. Immediately clean up all spilled liquids and barricade the area if necessary.
  - 1.5. Do not pile trash or materials in areas where they might block exits or fire doors, fire extinguishers, or electrical disconnects.
  - 1.6. Stack materials and supplies in a safe manner, out of walkways. Ensure that you stack or pile safely and always start with a safe base. Uneven surfaces of floor or yard should be leveled. Make sure the pile will not shift. Barrels or other round objects that may roll should be checked. Pile to a safe predetermined height by floor load limit, by types of materials and strength of containers, or by requirements of fire protection. Cross-tile (interlock) the pile if necessary. There must be a space of at least 18 inches between the top of the pile and any sprinkler heads. More space must be allowed if materials can burn easily. Never store items close to open light bulbs or hot pipes.
  - 1.7. Keep storage areas orderly and accessible.
  - 1.8. No glass bottles are permitted on project sites.
  - 1.9. Remove scrap and debris daily.
  - 1.10. Smoking and eating will only be allowed in designated areas.