



## CUSTODIAL CLOSETS

can carry potential hazards for those accessing the spaces including: trip hazards, slip hazards, or falling materials. The closets hold all the necessary tools and material to keep the building clean, but may also house network equipment, electrical panels, roof access, and other non-custodial equipment. Custodial closets are a shared university space that may be accessed by Network Services, UO Facilities, vendors, and other UO staff at any time. It is important for the safety of yourself, your co-workers, and other university staff to follow the best safety practices outlined below to lower the hazards within campus closets.

### GENERAL BEST PRACTICES:

- Keep pathways clear.
- Place heavier items on lower shelves.
- Do not overload shelves.
- Keep only the designated amount of back stock in its assigned areas.
- Store wet carts, trash carts, and vacuums out of the pathway.
- Clean up spills including during the use of fill stations or mop sinks.
- Empty all buckets and unlabeled bottles at the end of the shift.



### BEST PRACTICES CONTINUED:

- Keep the area around network equipment and electrical panels clear and away from liquids. Do not touch the equipment. Report any concerns of damage to your supervisor.
- Always lock the closet behind you to prevent unauthorized access.
- Report any additional closet safety concerns to your supervisor.
- No overnight food storage in closets

