**Laboratory Housekeeping**

1. Keep passageways to exits clear.
2. Dry sweeping laboratories must be avoided. Floors can be cleaned with a vacuum equipped with a high efficiency particulate air (HEPA) filter or by wet mopping.
3. No unnecessary objects on the floor. Nothing ever placed so as to block the halls, stairways and exits even for a short while.
4. Protect work surfaces with disposable bench paper. Change the bench paper regularly and dispose of immediately after a spill.
5. Clean up all chemical spills immediately.
6. Do not block areas around safety showers, fire extinguishers, fire blankets and electrical (on/off) controls.
7. Chemicals must never be stored on the floor, not even temporarily.
8. Corrosives and glass bottles never store above eyelevel
9. Dispose broken glass in a broken glass container and sharps in a sharp container
10. Keep all the equipment clean
11. Label all the chemical containers including waste bottles and keep them closed at all times
12. Chemicals that are no longer to be used for research purposes should be properly disposed of or given to another research group that has a use for it.
13. Gas cylinders must be securely strapped to a permanent structure (wall, lab bench, etc.). When they are not in use they should be capped off. When they are empty they must be labeled as such.