

# SINGLE PAGE LESSON: HOUSE Keeping

**WHAT IT IS:** HOUSE keeping is a weekly inspection for lab cleanliness. It is a process CAMJ uses to ensure that the labs are maintained in a safe, orderly and tidy manner. Each month the Lab Manager will post a HOUSE keeping metric card on the inside of the lab door. Each card is made of two parts, HOUSE and Process Confirmation. The HOUSE portion is to be assigned and completed by a student that uses that lab before 12:00 noon on Tuesday. The process confirmation portion is to be completed by the Lab Manager by 3:00 pm on Tuesday.

Each letter of HOUSE has a corresponding number (written in the letter) for the week of the month that it occurs. For example, H has a number 1, indicating it is to be filled in on the 1<sup>st</sup> Tuesday of the month. While U has the number 3, indicating it is to be completed on the third Tuesday of the month.

**WHAT TO DO:** Inspect the lab for cleanliness and correct any issues, you must check each criteria below

- Equipment, benches and tables are clear
- Walkway and aisles are clear
- Work areas are tidy and free from clutter and garbage
- Electrical panels are clear - no items placed 3.0 feet in front
- Room is organized - it is clear where items belong
- Tools are stored in tool boxes
- Emergency phones are clear - nothing blocking access to the phone
- No unattended work pieces - all work pieces are stored in appropriate bins or totes with labels clearly detailing what the work piece is
- Waste Disposal - Garbage bins and Scrap metal are less than 80% full
- No unattended chemicals - all chemicals are labeled and stored in their appropriate cabinet

Take any necessary corrective actions to get the room into a clean state. Then fill out the form according to your observations.

If all of the above criteria are met, then the room is considered **GREEN** - a clean lab.

If there is one or more items that cannot be corrected then the room is considered **RED** - an unclean lab. If there are two or more uncorrectable you must email the Lab Manager and your supervisor what those conditions are and explain why they cannot be corrected.

## **HOW TO FILL OUT THE CARD:**

### **HOUSE:**

If the room is GREEN colour in the letter corresponding to that weeks inspection in GREEN.

If the room is RED colour in the letter corresponding to that weeks inspection in RED. Also record the number of failed criteria in the letter. If there are 3 criteria that fail, write the number 3.

Whomever fills out the card must also write their student number underneath the letter.

### **PROCESS CONFIRMATION:**

The Lab manager will check that the process has been completed by 3:00 pm on Tuesdays. The Lab manager will also inspect the room according to the criteria to be sure that the results recorded on the HOUSE keeping metric match the condition of the room.

If the process has been followed correctly then colour in the process confirmation box GREEN.

If the process has not been completed, or the results do not match the condition of the room then colour in the process confirmation box RED.