NAPA JANITORIAL

PRINTABLE TEMPLATE

SDS binder kit

Walk the property, give each product an index line, then file each sheet behind its tab.

Facility _____ **Binder location** _____

Kept by _____ **Program owner** _____

Last reviewed _____

Product walk

- ☐ Program owner found and named on the cover
- ☐ Front of house: lobby, tasting or dining room, guest restrooms
- ☐ Back of house: kitchen, storerooms, offices, staff areas
- ☐ Maintenance room and garage
- ☐ Outdoor storage and grounds shed
- ☐ A sheet in hand for every product in the index

Product index

	PRODUCT NAME	MAKER	USED IN	SHEET DATE	TAB
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Tab order (tick one)

- ☐ Alphabetical by product name
- ☐ By area: front of house, back of house, restrooms, grounds
- ☐ By product type: surface and glass, floors, restroom, outdoor

Shelf and seasons

- ☐ Binder back in the spot named on the cover
- ☐ Divider labels match the Tab column
- ☐ New product: sheet filed and index line added before it is shelved
- ☐ Retired product: line struck, sheet handed to the program owner
- ☐ Season walk: every product on the shelves matched to an index line
- ☐ Last reviewed date updated on the cover

Notes