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	STANDARD: **OSHA 29 CFR 1910.1200 Hazard Communication & EPA Guidelines**	AUDIT FREQUENCY: **Monthly Audit**

Hospitality Housekeeping Chemical Safety Sop Template

Operational Scope: This standard operating procedure establishes mandatory safety protocols for handling, storing, and diluting chemical cleaning agents across all hospitality housekeeping operations. The objective is to mitigate toxic exposure and chemical burn hazards while ensuring total compliance with OSHA Hazard Communication standards.

MANDATORY PPE:	Chemical-Resistant Nitrile Gloves (ASTM D6319), ANSI Z87.1 Splash-Proof Safety Goggles, Fluid-Resistant Procedural Apron, Non-Slip Closed-Toe Footwear, Elastomeric Respirator with Multi-Gas Cartridges (if required by SDS)
PREREQUISITES:	Verify annual Hazard Communication training records for all participating housekeeping personnel. | Ensure eyewash stations within the housekeeping utility zone are unobstructed and tested functional. | Confirm the primary Safety Data Sheet (SDS) binder and digital repository are up to date and accessible.

CHEMICAL STORAGE AND INVENTORY CONTROL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Secondary Container Labeling**	All spray bottles and secondary dispensing containers bear legible GHS-compliant labels displaying chemical identity and specific hazard warnings.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Incompatible Chemical Segregation**	Acids and bleach-based oxidizers are stored strictly apart (minimum 6 feet or in dedicated secondary containment) to prevent hazardous gas reactions.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Storage Area Ventilation**	Housekeeping chemical closets maintain continuous negative pressure or mechanical exhaust ventilation meeting ASHRAE standards.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
4	**Spill Kit Readiness**	Fully stocked chemical spill neutralization kit is present and verified complete within 15 feet of the primary chemical storage room.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

DILUTION SYSTEMS AND PERSONAL PROTECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Automated Dispensing Units**	Wall-mounted chemical dilution dispensing systems are locked, calibrated, and equipped with functioning backflow preventers.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**PPE Compliance During Handling**	Housekeeping staff actively wearing mandated nitrile gloves and safety goggles while mixing, pouring, or handling concentrated chemicals.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Housekeeping Cart Organization**	Chemical bottles on rolling carts are secured in bottom-tier bins, preventing tip-overs and isolating them from guest linens and amenities.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

DISPOSAL AND EMERGENCY PROTOCOLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Empty Container Rinsing and Disposal**	Empty chemical containers are triple-rinsed prior to disposal, and washwater is diverted to sanitary sewer per local environmental codes.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
9	**Emergency Eyewash Station Inspection**	Eyewash station is flushed weekly, cleared of obstructions, and capable of delivering a continuous tepid flush for at least 15 minutes.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**SDS Accessibility Verification**	Physical SDS binder is present in the supervisor station, and staff can locate digital sheets via QR code within 60 seconds.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

Certified Housekeeping Supervisor / Safety Lead Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Rooms / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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