STOCKTON JANITORIAL

PRINTABLE TEMPLATE

SDS binder kit: cover, inventory and tab plan

Fill in the cover, give each product its own row and tick the upkeep list at every review.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Product inventory

	PRODUCT NAME	MAKER	AREA OR ROOM	SHEET DATE	TAB
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Places checked for products

- ☐ Janitor closets and mop sinks
- ☐ Restroom vanity cabinets
- ☐ Breakroom and kitchen sink cabinets
- ☐ Maintenance shop and storage rooms
- ☐ Loading dock and warehouse shelving
- ☐ Grounds and outdoor storage

Tab order in use

- ☐ Alphabetical by product name
- ☐ By area of the building
- ☐ By product type

Upkeep at each review

- [ ] Every product on the shelves has an inventory row
- [ ] Every row has its sheet filed behind the matching tab
- [ ] Retired products pulled and their rows struck
- [ ] New arrivals added before they reach the shelf
- [ ] Rows with an empty Sheet date followed up
- [ ] Last reviewed updated on the cover

Notes