STOCKTON
COMMERCIAL CLEANING

PRINTABLE TEMPLATE

SDS binder setup kit

Fill in the cover, list each product, then file its sheet behind the tab in its row.

Facility _____ **Binder location** _____

Kept by _____ **Backup keeper** _____

Last reviewed _____

Product inventory

	PRODUCT NAME	MAKER	WHERE IT IS KEPT	SHEET DATE	TAB
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Tab plan

- ☐ Tab order: A to Z / by area / by product type (circle one)
- ☐ Each divider labeled to match the Tab column
- ☐ Inventory pages filed at the front of the binder
- ☐ Each sheet filed behind the tab named in its row

Places walked for the inventory

- [ ] Janitor closets and mop sink areas
- [ ] Breakroom and pantry cabinets, under the sink too
- [ ] Maintenance shop and parts cage
- [ ] Dock and receiving shelves
- [ ] Production or packing floor cleaning stations
- [ ] Front desk and copy room supply cupboards

Upkeep

- [ ] New product: row added and sheet filed
- [ ] Retired product: row removed, sheet handled as your program directs
- [ ] Review walk done and date written on the cover
- [ ] Next review walk: _____
- [ ] Binder back in its labeled spot

Copies of the binder

	COPY LOCATION	KEPT BY	LAST CHECKED
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Notes