

Custodial Closet Set Up Guidelines

Objective

Set-up for the Custodial Closet in an organized manner. This will enable Store Management to accomplish several goals:

- Standardize the Custodial Closet in every store.
- Maintain a clean, consistent and well-organized Custodial Closet
- Eliminate outdated materials

Note: Some variation may be necessary based on total size/layout of the Custodial Closet.

Printing Labels for Custodial Closet Set-up

Use the label maker printer to make labels for all items stored on shelves, inside and outside the locked cage. Include the item/product name and its Bunzl order number for easy reordering.

Follow the plan-o-gram below for the locked cage, see photos for additional detail.

Locked Cage Shelving					
5th/Top Shelf: Light Weight Items					
Item	Wet Mop Heads	Dry Mop Heads	Facial Tissues	DustAll Refills	Auto scrubber pads
Source	DDS - 0923	DDS - 7409	Staples	DDS - 0945	DDS -9162
4th Shelf: Chemicals					
Item	Foam Soap	GW Glass Cleaner	GW Multipurpose Cleaner	GW Neutral Cleaner	Hand Sanitizer
Source	DDS - 030212-3	DDS - 7417	DDS - 7414	DDS - 7418	DDS - 7741
3rd Shelf: Chemicals					
Item	Baseboard Stripper	Cream Cleaner	Carpet Spot Cleaner	Furniture Polish	Drain Cleaner
Source	DDS - 7400	DDS - 7402	DDS - 7404	DDS - 7410	DDS - 7412
2nd Shelf: Daily Use Items					
Item	Spray Bottles- Filled	Air Freshener Refill	Disinfectant- Deoderizer	Tote: Goggles Putty knife	Spray Bottles- Empty
Source		DDS - 74360	DDS - 7743	DDS - 0929 & 1064	DDS - 9418
1st/Bottom Shelf: Boxed Goods					
Item	Liners - Baby Changing	Toilet Seat Covers	Urinal Blocks	Magic Monkey (Absorbent Spill)	SHARPS mailer (as needed)
Source	DDS - 72313	DDS - 7337	DDS - 0925	DDS - 7413	DDS - 1Q1V4

Custodial Closet Cage Chemicals

Cage should be locked when not in use.

Shelves-

1st, 2nd & 3rd Shelf



4th & 5th Shelf

Chemical Mixing
Wall Chart:
Post in the cage
or near the sink



Custodial Closet Open Shelves

Follow the plan-o-gram and instruction below for the open shelves, hanging and miscellaneous items. See photos for additional detail.

Open Shelves				
5th Shelf				
Item	Wax Sanisac	Vacuum bags (Shop Vac)	Rubber Gloves	Rain Ponchos
Source	DDS - 7361	Hardware Store	DDS - 123013-1	DDS - 2022
4th Shelf				
Item	Large Trash Bags			
Source	DDS - 7342A			
3rd Shelf				
Item	Small Trash Bags		Med. Trash Bags	
Source	DDS - 7340		DDS - 7341	
2nd Shelf				
Item	Toilet Paper			
Source	DDS - 7350			
1st/Bottom Shelf				
Item	Paper Towels			
Source	DDS - 7351A			

Hanging Items & Misc.
SDS Binder and binder rack are hung so as not to obstruct the Eyewash station.
Acrylic Dusters: 2 are hung on the wall on command strips
Chemical mixing sheet is posted in or near the locked cage for easy reference.
Broom/mop handle storage hangers are installed for push brooms, corn brooms and dry mops. Install 1 storage hanger over the sink so wet mops can drain.
Wet Floor signs are kept together against the wall under the hanging brooms.
Floor Sweeper and Vacuum may be kept at front end of the cabinet if there is room. Back pack vacuum

Open shelf items are to be labeled with the Bunzl name and order number for easy reorder.

1st & 2nd Shelf



Custodial Closet Open Shelves

Open Shelves continued- 3rd, 4th & 5th Shelves



Hanging Items

Wet Mops should be hung over the floor sink or over mop buckets. Mop heads should be raised up so they can dry between use.

Clearly label the wet mop handles,

1. Rest Rooms (RED)
2. Sales Floor (Blue)



Miscellaneous Items

- Keep the caged shelves closed and locked when not being accessed.
- Keep the Eyewash Station free of obstructions.
- Mount the SDS binder rack so it's easy to access.



Additional Guidelines

If necessary (i.e. custodial closet is too small) store excess non-chemical supplies in the Back Room or the Ship to Store area.

Auto Scrubber:

Always charge the Auto scrubber after each use, so it will be ready to use the following day.

Order Auto Scrubber red pads as needed (Bunzl #9162)