



Good Housekeeping of Maintenance Yards Policy

I. Purpose:

To provide a standard operating procedure (SOP) containing the basic practices of good housekeeping to be implemented at maintenance yards, including maintenance activities at ancillary operations at Ramapo College. The purpose of this SOP is to provide a set of guidelines for the employees of Ramapo College for Good Housekeeping Practices at maintenance yards including maintenance yards at ancillary operations.

II. Scope

Applies to all maintenance yards, including maintenance activities at ancillary operations, on Ramapo College property.

III. Standards and Specifications (General)

All containers should be properly labeled and marked, and the labels must remain clean and visible.

All containers must be kept in good condition and tightly closed when not in use.

When practical, chemicals, fluids and supplies should be kept indoors.

If containers are stored outside, they must be covered and placed on spill platforms.

Keep storage areas clean and well organized.

Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.

Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.

Place trash, dirt and other debris in the dumpster.

All refuse containers and dumpsters on campus should remain covered and not leaking. Collect waste fluids in properly labeled containers and dispose of them properly.

Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

All storage of flammable and hazardous chemicals shall comply with New Jersey State Fire Code and all regulations set forth by the College Fire Marshal.

IV. Standards and Specifications (Salt and Deicing Material Handling)

During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.

Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.

Minimize the tracking of materials from storage and loading/unloading areas.

Minimize the distance that salt and de-icing materials are transported during loading/unloading.

Any materials that are stored outside must be tarped when not actively being used.

See Regulatory De-icing Policy for further guidance.

V. Spill Response and Reporting

Contact Public Safety at (201) 684-6666 upon the discovery of a spill. Refer to the Spill Prevention Control and Countermeasures Plan for more Instructions.



ENVIRONMENTAL HEALTH & SAFETY

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VI. Maintenance and Inspection

Facilities employees will periodically check for leaks and damaged equipment and make repairs as necessary. Monthly inspections of all (indoor and outdoor if applicable) storage locations will be completed and documented by Environmental Health and Safety (EHS).

Documentation must be available on site upon request.

VII. Violations:

- a) Any College student who is found to be in violation of this regulation shall be subject to official warning, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the College's Student Conduct Code.
- b) Any College officer, staff member, employee, or agent who is found to be in violation of this regulation shall be subject to dismissal, removal, reduction of salary, suspension, demotion, or other disciplinary action in accordance with applicable New Jersey statutes and relevant contracts or agreements.
- c) Any other person who has entered into a contract or agreement with the College to provide equipment, materials, supplies, or services on college property, and who is found to be in violation of this regulation, shall be subject to sanctions in accordance with the contract or agreement.
- d) Any visitor, guest, or other person who is not identified under V.a, V.b, or V.c above, and who continues to be in violation of this regulation, after being duly notified, is subject to being banned from college property by the Director of Public Safety or prosecution for criminal trespass under N.J.S.A. 2C:18-3.