AEROSO JANITORIAL

PRINTABLE TEMPLATE

# SDS binder kit

Fill in the cover, list each product, tick a tab system and run the upkeep lines.

**Facility** _____ **Binder location** _____

**Kept by** _____ **Last reviewed** _____

## First setup

- ☐ Every supply closet opened and checked
- ☐ Cabinets under breakroom and restroom sinks checked
- ☐ Cart restocking shelves checked
- ☐ A row added for each container found
- ☐ Missing sheets marked and requested from the supplier

## Tab system (tick one)

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

## Product index

| | PRODUCT (AS LABELED) | MAKER | USED IN | SHEET DATE | TAB |
|---|---|---|---|---|---|
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## Upkeep at each review

- ☐ New product: sheet filed, row added, tab noted
- ☐ Retired product: sheet pulled, row struck
- ☐ Shelves compared with the index
- ☐ Last reviewed date updated on the cover
- ☐ Every tab labeled and in order
- ☐ Spare blank index page at the back
- ☐ Binder back in the spot named on the cover

## Notes