SDS binder kit: cover, inventory and tabs

Fill in the cover, give each product a line, then file every sheet behind its tab.

Facility _____ **Binder location** _____

Kept by _____ **Program contact** _____

Last reviewed _____

Before you start

- ☐ Program contact asked how many copies to keep and where
- ☐ Janitor closets and restroom cabinets opened
- ☐ Breakroom sink cupboard and copier alcove checked
- ☐ Engineering room, sheds and exterior lockers checked
- ☐ Products with no matching sheet flagged for your program contact

Product inventory

	PRODUCT (AS LABELED)	MAKER	USED IN	SHEET DATE	TAB
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Tab order (pick one)

- ☐ Alphabetical by label name
- ☐ By building zone: restroom, kitchen, floor care, engineering, grounds
- ☐ By job: surface cleaners, floor chemicals, restroom care, building upkeep
- ☐ Each divider label matches the Tab column

Upkeep

- [ ] Container never stocked before: sheet filed within the week, line added
- [ ] Product gone for good: sheet taken out and line struck
- [ ] Program contact asked whether old copies are archived or discarded
- [ ] Closets walked with the inventory on your fixed rhythm
- [ ] Last reviewed date updated on the cover
- [ ] Working copy marked if a second binder exists

Notes