SDS binder cover and product index

Fill in the cover, list products as you walk the closets, file each sheet behind its tab.

Facility _____ **Binder location** _____

Kept by _____ **Backup keeper** _____

Last reviewed _____

Closet walk

- ☐ Custodial rooms gone through and every product noted
- ☐ Breakroom sink cabinets, maintenance bench and racking gone through
- ☐ Sheets on hand paired with the bottles they belong to
- ☐ Bottles missing a sheet listed for a request to the maker or supplier

Product index

	PRODUCT NAME	MAKER	USED IN	SHEET DATE	TAB
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Tab layout (choose one)

- ☐ Alphabetical
- ☐ By area: restrooms, breakroom, floors, exterior
- ☐ By product type
- ☐ Tab name copied into each row's Tab column

Upkeep

- [ ] New bottle: sheet in and index row added before it reaches a shelf
- [ ] Product out: sheet removed and row crossed out
- [ ] Old page dealt with as your hazard-communication program says
- [ ] Review date: sheet dates compared with the index
- [ ] Today's date written in Last reviewed on the cover

Home base

- [ ] Big, clear spine label
- [ ] Shelved in the open, at the spot named on the cover
- [ ] New hires and your cleaning company shown the spot

Notes