



## **Sanitation-Storage of Cleaning Supplies**

### **General Plan/Approach:**

Cleaning products are stored in compliance with applicable regulations.

Definition: “Cleaning” supplies include cleaning equipment, soaps, and other cleaning agents, sanitizers, and disinfectants.

**HEAD START PROGRAM PERFORMANCE STANDARDS:**  
1302.47 – Safety Practices (b)(1)(iii)

**OREGON STATE OFFICE OF CHILD CARE:**  
OAR 414-300-0170 – Hazards and Emergencies (1)(i)

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

### **Procedure:**

1. Cleaning supplies will be stored out of children’s reach in a cabinet or storage facility with a lock or child-proof latch.
2. Cleaning supplies will be stored separately from food, dishes, and eating utensils.
3. Cleaning products that have been transferred from their original container must have a secondary label clearly posted on the new container. The label must contain the chemical name, the common chemical or code name, and a brief hazard warning.
4. Cleaning products must have a Safety Data Sheet (SDS). SDSs are located on the home page of the Staff Zone. Contact the Safety Resource Manager with questions on SDSs.
5. New cleaning products may not be purchased unless they have been approved by the Safety Resource Manager.