

Housekeeping is not just cleanliness it also eliminates some workplace hazards and help to get a job done safely and properly.

Benefits of Good Housekeeping Practices

- ✓ Better hygienic conditions leading to improved health
- ✓ Reduced property damage by improving preventive maintenance
- ✓ Improved morale
- ✓ Improved productivity (tools and materials will be easy to find)
- ✓ Includes keeping work areas neat and clean
- ✓ Removing of waste materials (e.g, paper, cardboard)
- ✓ Eliminate fire hazards from work areas



Factors of an effective Housekeeping

- **Surfaces**
 - **Floors:** keeping floors in good order also means replacing any worn, ripped or damaged flooring that creates a tripping hazard.
 - **Walls:** Light-coloured walls reflect light while dirty or dark-coloured walls absorb light. Contrasting colours warn of physical hazards and mark obstructions such as pillars.
- **Maintain Light Fixtures:** Dirty light fixtures reduce essential light levels. Clean light LUX fixtures can improve lighting efficiency significantly
- **Spill Control:** Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur
- **Waste Disposal:** The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.

