SDS binder cover and index

Walk your closets, give each product a line, then file its sheet under its tab.

Facility _____ **Binder kept at** _____

Kept by _____ **Program contact** _____

Last reviewed _____

Stops on the walk

- ☐ Custodial closet
- ☐ Breakroom sink cabinet
- ☐ Restroom storage
- ☐ Maintenance or shop shelves
- ☐ Dock or storage cage

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SHEET DATE	TAB
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Tab plan: tick one

- ☐ Alphabetical by product
- ☐ Room by room: restrooms, breakroom, floors, shop or dock
- ☐ Grouped by kind: surface, floor care, restroom, maintenance
- ☐ Divider labels use the same words as the Tab column

Keeping it current

- [ ] New product: line written and sheet filed before shelving
- [ ] Discontinued product: page removed, entry crossed out
- [ ] Index held up against the shelves on your review date
- [ ] Last reviewed refreshed on the cover
- [ ] Binder returned to its permanent home

Notes