Dock Cleaning Procedures

Maintenance and Cleaning Protocol

- Breakdown all boxes, before recycling
- Clean mop sinks, after each use, of all debris: food, wrappers, trash
- Place mops and mop buckets in appropriate areas to dry
- Sweep the back dock for all trash. Our trash becomes litter in the wind
- Clean, stack, organize and place all items in appropriate areas
  - Speed racks
  - Flat-bed carts
  - Floor mats
  - Pallets
  - Trash, recycling containers, compost bins
  - Milk Crates, Totes, Bread racks
  - Linen Bags
- Be sure that all debris around dumpsters is picked up and disposed of in the trash
- Wind up hose after use
- Close lids/doors to trash, recycling, and grease trap bins
- Clean doors and elevators (where appropriate)

Drain-Off / Storm Drain Safety

- Keep an Oil Spill kit in a designated area, stocked and in close proximity to the dock.
  - E-mail ehsea@ucsd.edu EH&S – Environmental Affairs to replenish a spill kit.
  - Notify EH&S whenever a spill occurs 43660. After-Hours contact UCSD Police.
- Always protect the drain, whenever cleaning on the dock with liquids.
  - Barricade or plug drains
  - Mop-up excess liquid
  - Dispose of mop liquid in a janitor closet inside the facility.
- Take caution when disposing of grease in grease bins
- Always use the hose in appropriate cart wash areas
- Do NOT spray down the dock without receiving instruction and approval from a manager
- Be aware of what drains are equipped with grease interceptors and what drains are not.
- Do NOT utilize chemicals in cleaning equipment, trash receptacles, shelving, etc. on the dock without receiving instruction and approval from a manager

Please be aware that run-off from our facilities may go directly into storm drains that lead to open water, like our beaches.

Please be sure you are aware of the appropriate practices and safety precautions

11/30/2011