SANTA CRUZ
JANITORIAL

PRINTABLE TEMPLATE

SDS binder kit

Fill in the cover, list each product on site, then use the upkeep lines at every review.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Second copy at _____

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SDS DATE	TAB
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Tab plan

- ☐ One tab system chosen: A to Z, by area or by product type
- ☐ Tab names in the binder match the Tab column of the index
- ☐ One sheet per product, filed behind its tab
- ☐ Index pages at the front, ahead of the first tab

Binder spot

- ☐ Binder reachable on every shift, near where products are stored
- ☐ Shelf or wall labeled so a new hire can find it
- ☐ Binder location and any second copy written on the cover
- ☐ Second copy reviewed alongside the main binder

Upkeep on each review

- [ ] New product: index line added and sheet in place before it is shelved
- [ ] Product taken out of use: sheet removed and line crossed off
- [ ] Products from your cleaning company stored here listed too
- [ ] Shelves walked with the index; every container has a line and a sheet
- [ ] Keeper's name on the cover still current
- [ ] Last reviewed date updated on the cover

Notes