



Grand Traverse County
Facilities Management
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Policy for Indoor Chemical Usage at the Civic Center

Approved November 23, 2010

All chemicals used within areas of the Civic Center must be approved prior to usage. This policy will be applicable to all chemicals used during custodial services or other required maintenance.

Management shall approve chemicals used during the completion of custodial services; however, daily approval for custodial chemicals is not required. Management approval must be verified anytime:

- A new custodian is assigned to the Civic Center
- An alternate chemical will be used during completion of the services

Consent to use the chemicals must be approved based on:

- Civic Center Pool Aquatics Manager – all areas associated with Easling Pool
- Parks and Recreation Director – all Civic Center areas
(Note: CC Pool operations confirmed with Aquatics Manager)
- Facilities Management Director – all Civic Center areas
(Note: Parks Director and Aquatics Manager are unavailable)

Before using the product:

- A. Employee has ensured the MSDS sheet is included in the MSDS binder before use.
- B. Employee has read and initialed the MSDS Sheet for the Product to be used.
- C. Employee has secured and will use all necessary Personal Protection Equipment.
- D. Employee was approved by Management (as listed above) prior to using the product.
 - Management will provide input for other accommodations prior to use of the product.
(i.e. signage, clearing portions of the building, etc.)
 - Employee follows through with additional instructions from Management.
- E. Employee follows directions for application of the chemical as necessary.

After using the product:

- 1) Employee cleans the area and stores all chemicals according to product specifications.
- 2) Employee discusses anything unusual with the application with Management.
- 3) Employee confirms that the chemical application is complete.

The County expects employees to follow rules and regulations specified by the Chemical Usage policy. This policy is enacted based on orderly and efficient operation of County business. The failure to follow the items within the Chemical Usage policy may result in discipline. Whether to impose any discipline, and if so, the degree of discipline is a discretionary decision which management will make based on the nature of the offense, the employee's history and other facts and circumstances deemed relevant.