

# 10 Simple Steps Every Owner of a Building or Home Should Know and Implement

Many of these steps will prevent your business from violating OSHA regulations and experiencing the associated [penalties](#). They will also make your establishment run more efficiently so you can focus on your mission without distractions. You can see the top ten most common OSHA violations [here](#), or search specific citations [here](#).

Homes also benefit especially from green product implementation. Using less aggressive chemicals is not only safer for loved ones living in the home, but it is also less damaging to furniture and other surfaces. This puts your mind at ease when it comes to the health of your family and the maintenance costs of your home.

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**Keep Safety Data Sheets (SDSs)** readily available for all chemicals being used in your facility: [Hazard Communication Standard: Safety Data Sheets Labeling of Secondary Containers](#)

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**All secondary containers**, including spray bottles, must be labeled per Occupational Safety and Health Administration (OSHA): [Laboratory Safety Labeling and Transfer of Chemicals Labeling of Secondary Containers](#)

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**Implement Clock In/Out System** to better track your team's performance.

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**Use color-coded microfiber cloth** to minimize cross-contamination

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**Pay attention to plastic numbering.** Resin Identification Codes go up to 7, where 1, 2 & 4 are generally safer. You may want to stay away from the rest.

[Resin identification code](#)

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**Pay attention to the National Fire Protection Agency (NFPA) triangle.** Each category presents risks and hazards that chemicals/products pose to you and your community, with 4 being the most hazardous for each group (except Specific Hazard).

[Frequently Asked Questions on NFPA 704 Standard System for the Identification of the Hazards of Materials for Emergency Response](#)

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**Make sure you have an operationally efficient recycling program in place.** This should include a “green team” of concerned citizens, a clear recycling plan, a list of all recyclable items to, clearly marked bins with images of the items, audits with motivational goals and possible rewards, and a janitorial team which is on board and knows how to handle recycling when removing it off-premises.

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**Form a Sustainability Committee** to help with the business’s performance and strategy in terms of sustainability. Such a committee forms a crucial part of good governance that allows the business to integrate sustainability and business priorities, ultimately helping it thrive in the long term.

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**Have a system in place** to have open communication with your cleaning team. I.e. onsite notepad/tablet/copy of the scope of work (SOW) including a breakdown of the duties, clock in/out instructions, etc.

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[Click here to learn more about the benefits of Daytime Cleaning](#)

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