



Storage Cleaning

Purpose

- As a part of our commitment to food justice, food and site safety is very important. To protect the health and safety of volunteers, GVI staff, youth, and community members who may visit the farm or purchase food from the farm stand, we need to make sure that all of our materials are stored and maintained in the cleanest, safest way possible.
 - Making sure that we follow cleaning procedures carefully to restore the cleanliness of these spaces is important to protecting community members and staff. It is essential that we make sure that areas are properly cleaned after a pest incident or mess and that the incident is reported to maintain our commitment to providing a safe space and safe food to our community.

Scope and Responsibility

- All GVI staff members and volunteers are responsible for reporting a risk, mess, or concern if they see it in the storage shed to make sure that it is resolved as soon as possible. As stated in our [farm and food safety policies](#), an [Incident Report](#) needs to be filed if there is:
 - Unsafe animal/human activity
 - Anyone feeling sick
 - Contact with bodily fluids
 - Spill or contamination with gas, pesticides, chemicals, or glass
- Spotting any urine or fecal matter from pests on the farm must be reported immediately! If you come across any fecal matter, you must fill out an Incident Report, located in the red safety binder in the “all binder and paper” bin in the shed.
- Steps you should follow when filling out an Incident Report after spotting pest waste in the shed include:
 1. Fill out an Incident Report sheet with all details (sheets are located in the red safety binder in the “all binders and papers” bin in the shed)
 2. Place the completed report in a sealed envelope marked with the date of the incident
 3. Leave the completed sheet in the envelope inside the front pocket of the red safety binder
 4. Write “new Incident Report in binder” on the whiteboard in the shed.

Materials

- To clean the storage shed, you will need the materials listed below
 - Incident Report (located in red safety binder in “all binders and papers bin”)
 - Plastic gloves
 - Face mask
 - Diluted Bleach spray or Clorox
 - Sanidate
 - Dustpan and dustpan brush



Storage Cleaning

- Garbage can
- Vinegar (for floors)
- Paper towels
- Broom
- Sponge
- Scrub Brush
- Sanitizing/Disinfecting wipes
- Mop

Procedure for Cleaning

- Put on personal protective equipment before touching any infected or dirty materials - wear gloves, a face mask, and eye protection while cleaning.
- Remove the storage bins from the shelving or floor area. Stack them outside of the shed.
- Heavily spray sanidate or diluted bleach in the corners of the shed and/or areas. Allow this to soak while you wipe down the bins.
- Use sanitizing/disinfecting wipes or paper towels with soapy water to wipe down all of the bins.
- Spray cleaned bins with sanitizing spray and let dry.
- Dispose of the paper towels you used into the trash as they become dirtied.
- Use a dustpan and dustpan brush to clear shelves of debris, dust, and pest waste, sweeping it onto the floor.
- Wipe shelves with paper towels and warm soapy water and dispose of paper towels into trash.
- Spray newly washed shelving lightly with sanidate.
- Once cleared of debris, wiped down, and sprayed with sanidate, use the broom to sweep the floor. Make sure you sweep all of the debris, dust, and pest waste that was on the shelves and bins in the shed out of the shed. This debris can be swept onto a dustpan and thrown in a trash can with a liner in it outside of the shed.
- Use a mop to clean the floor with vinegar solution. Work from one side of the shed to the other, making sure you mop yourself toward the door so you do not have to step on the wet floor.
- Once the floors have been cleaned and mostly dried, return the cleaned bins onto the cleaned shelving units.
- Wash off any tools used to clean (dustpan, broom, mop). Spray them with sanidate and leave them in the sun to dry.
- Remove and dispose of personal protective equipment that you used while cleaning (gloves and mask). Wash your hands and eye protection well with hot soapy water, and clean any garments that may have come in contact with waste while cleaning. If you are wearing a mask for the rest of the day, put on a fresh, clean face mask.
- Mark and initial the cleaning chart for the storage shed. Don't forget to fill out and file an Incident Report following the instructions above!
- Make sure to put all tools left out to dry away before leaving the farm!