

HOUSEKEEPING IN OFFICES



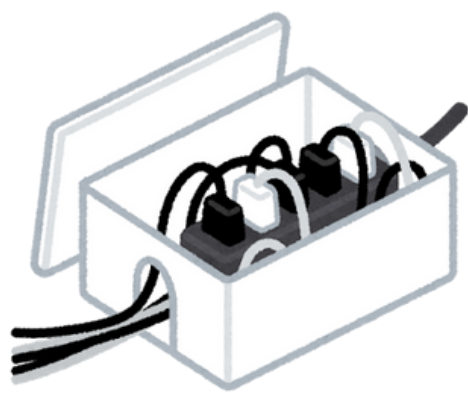
1. Keep workplace clean and tidy



A place for
everything and
everything in its
place



Keep passageways
clear and floors dry



Tidy up cables to
prevent tripping

3. Ensure fire safety



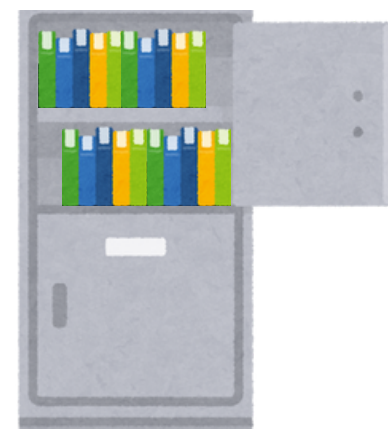
Ensure the
fire escape routes
and firefighting
equipment are kept
unobstructed



0.5 m

Maintain a
0.5 m clearance
below sprinkler
heads

2. Proper materials storage



Document folders
shall be placed
properly on file
cabinets or shelves



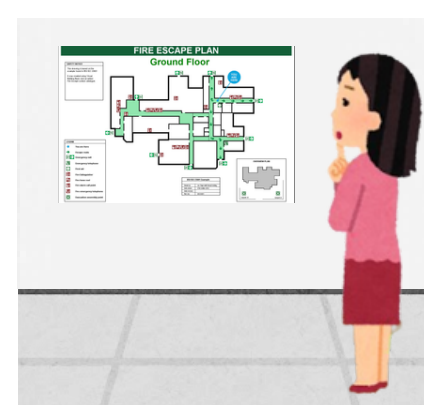
Store heavy items
on lower racks and
lighter items on
higher shelves



Place frequently
handled items
within easy reach



Regularly check the
condition of
firefighting
equipment



Display fire escape
route maps

