# A screen shot of a computer Description automatically generatedproper storage

Properly storing items in your custodial closet(s) is very important. Not only is proper storage appealing to the eye, but these practices also provide a continuous flow of parts throughout the workplace and ensure that materials and goods are available when needed. Practicing good ergonomics can help prevent injuries by reducing the size or weight of items being lifted and stored or changing the height of a shelf.

Push carts may be provided to move stock items from the delivery dock (or wherever they were received) and into the appropriate custodial storage area. Step ladders may also be used to stock items on higher shelves. Proper ladder safety procedures should be exercised when using a portable step ladder.

*Other things to keep in mind include:*

* When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and placing it on the shelf.
* Place heavier items about mid-height. This prevents you from having to bend down and pick it up later when it is needed.
* Lighter weight items (such as Styrofoam and paper goods) should be placed on higher shelves.
* Make sure the weight is evenly distributed across the shelf. You do not want heavy items all on one side, as this could cause the shelf to warp and possibly break.
* Place items on the shelves so that they lie flat and do not lean against each other.
* Do not let items overhang from the shelves into the walkways.
* Observe height limitations when stacking materials

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