SDS binder kit

Fill in the cover, walk the building for the index, then tick one tab plan.

Facility _____ **Building or suite** _____

Binder kept at _____ **Binder keeper** _____

Copies also at _____ **Last full review** _____

Product index

	PRODUCT NAME	MAKER	STORED IN	USED FOR	SHEET DATE	TAB
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Still need a sheet

	PRODUCT NAME	FOUND IN	REQUESTED ON
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☐			
☐			
☐			

Tab plan (tick one)

- ☐ Alphabetical, by product name
- ☐ Room by room: restrooms, breakroom, floor care, maintenance, exterior
- ☐ By product type: surface, glass, floor care, restroom, specialty
- ☐ Divider labels match the Tab column exactly

A fixed home

- ☐ Near where products are stored and used
- ☐ Within easy reach, returned to the same spot after use
- ☐ Every copy's location listed on the cover
- ☐ Location shared with staff and in new-hire walkthroughs

Keeping it current

- ☐ New product: sheet filed and index row added before shelving
- ☐ Product used up or replaced: sheet out, index line crossed through
- ☐ Newer sheet from a supplier: old one swapped, Sheet date changed
- ☐ Full review: shelves walked against the index
- ☐ Review date written under Last full review

Notes