



GOOD HOUSEKEEPING

A Pocket Guide



Sweep and swab is part of the job!

Good housekeeping is essential to a safe workplace onboard a vessel. The appearance of your ship and its equipment on the outside suggests how well things are operating on the inside, and more importantly contributes to the health, safety and happiness of the vessel and crew. Housekeeping oversights rarely go unnoticed during port state control or vetting inspections, ISM audits and condition surveys. A well-kept vessel is sure to make a good first impression.

The ship you are serving on is your home for the period of time you are onboard. Good housekeeping is not limited to just cleanliness. It encompasses organization and maintenance, utilizing space efficiently, decreasing fire hazards and reducing exposure to hazardous substances. Housekeeping requirements also vary depending on the trade or operation of the vessel. This guide lists the general vessel housekeeping observations which could affect vessel safety.

Ship Shape

Preservation of the steel, deck structures and the operational areas of the ship

Steel structures

What to look for: Rust and wastage of steel structures.

Task: Scale, paint and preserve! Maintain steel coatings for the prevention of rust and wastage while improving the appearance of the vessel at the same time.

Paint locker

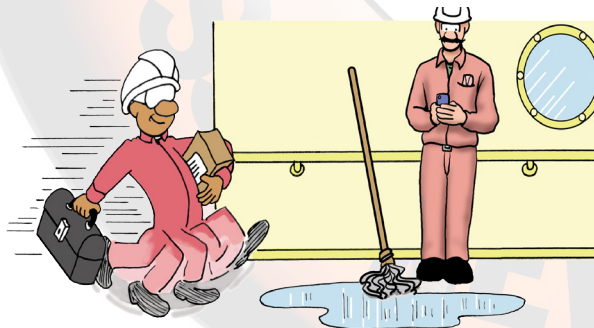
What to look for: Uncovered paint cans or containers not properly stored and not secured for heavy weather.

Task: Store materials appropriately to eliminate excessive paint and paint thinner fumes by covering containers or cans and ventilating the area.

Ladders and stairs

What to look for: Wet, oily, greasy, or dusty residues in ladder treads or stairs.

Task: Clean and degrease stairwells and ladder wells periodically and dry if wet. Apply nonskid materials or coating additives in areas found to be slippery. Also ensure accesses to ladders and stairs are clear of any material that can cause a trip and fall.



Laundry room

What to look for: Lint in the dryer filter/screen, or lint which has built up behind the dryer. Electrical connections are correctly in place and the dryers

are in good working order.

Task: Clean the lint screen/filter before or after each load of laundry. Remove lint that has collected around the drum. Conduct periodic electrical tests as per the manufacturer's recommendations.

On deck

What to look for: Unlabeled vents and exhausts on deck, cleats, bits, pad eyes on the deck and safe standing areas that are not easily detectable.

Task: Use stencils to label vents and exhausts. Paint and highlight obstructions in the walking path. Keep snap-back areas well painted and visible. Ensure save-all capacities are marked.

Oxygen and acetylene cylinders

What to look for: Oxygen and acetylene cylinders stored improperly or missing protective valve caps.

Task: Always store and secure oxygen and acetylene cylinders upright in different lockers at least five feet apart and with a fire division boundary between and prepared for sea conditions.

Happy Galley

Sanitizing and preventing the spread of bacteria in the galley, proper food storage and cleaning up food residues

Galley hood

What to look for: Grease buildup and stains on the galley hood system and exhaust fan filters.

Task: Routine washing and degreasing of all accessible areas of the hood and vent pipes, using a degreaser. It is recommended that a trained, qualified, and certified company or person disassemble and thoroughly clean the system, on a regularly scheduled interval. Periodically test vent shut downs.

Freezers and refrigerators

What to look for: Visible food residues, ice buildup, odors. Items not stowed on shelving.

Task: Freezers should be thawed and cleaned periodically. Discard rotten or spoiled food

in the refrigerator and regularly sterilize the refrigerator by wiping down the surfaces using warm water and soap. Check that equipment is operating at the correct temperatures and that alarms are tested regularly. Place all items on shelving, with batten bars in place.

Pantry

What to look for: Expired or spoiled foods, vermin infestation or vermin droppings. Food stored on the shelves in a disorganized fashion and food items stowed on the deck.

Task: Remove food items placed directly on the deck, arrange food neatly on the shelves and in a dry, temperature controlled and well-ventilated area. Dispose of spoiled or expired foods. If necessary, locate the source of vermin or propose and implement an appropriate action plan for extermination.

Food residues

What to look for: Sticky, moldy or slick surfaces, evidence of vermin. The gaps between appliances and counters can become a trap for dust, food spills and crumbs.

Task: Periodically clean behind appliances and remove any residual foods or spill residues, particularly for the hard to reach spaces in the galley.



Clean House

Housekeeping items associated with the health and wellbeing of personnel onboard

Hospital

What to look for: A disorganized medicine cabinet and medical supplies which have been stored haphazardly.

Task: Stow medicines and medical supplies in an orderly fashion and regularly check and update the inventory. Cabinets or containments should be labeled and expired medicines properly disposed of.

Cabins and guest rooms

What to look for: Cabin and guest rooms are clean and tidy, tiles and flooring are in place, light fixtures and bulbs are functional, and no traces of food left out to attract vermin or insects.

Task: Periodic cabin and guest room inspections and prompt reporting and repair of any issues. Ensure shoes, clothing and equipment are stowed in cabins or designated locker rooms.

Toilets and facilities

What to look for: Toilets are clean and operational. Shower, shower curtain, and sinks are free of mold, mildew, or soap scum.

Tasks: Report and repair any nonfunctional toilets. Use cleaning products that will not harm the bacteria in your ships marine sanitation device (MSD). Remove and prevent mildew buildup in shower, keep all facilities sanitized and tidy.

Supplies

What to look for: Adequate cleaning supplies provided onboard.

Task: Cleaning supplies are available to crewmembers with cleaning duties and for cabins and guest rooms. Crew should be advised on the proper use of cleaning agents and have the corresponding material safety data sheets (MSDS) available for referral.

Secure at Sea

Safe access to critical equipment and proper stowage of gear for heavy weather and routine use

Emergency Systems

What to look for: Articles or equipment not secured adequately for sea, or obstructing access to

fire stations, fire extinguishers, emergency escapes, lifeboats, or lifesaving equipment, and good directions to emergency stations.

Tasks: Regular safety checks and drills to ensure the quick deployment of safety equipment at all times. Access to equipment such as fire hoses and extinguishers should be clear. No other items to be stored in fire hose boxes, fire control stations, and safety equipment lockers.

Workshop

What to look for: Tools not stowed properly, poorly lit areas, grinder safety guards are not in place and trip hazards left out on deck.

Tasks: Replace or install additional lighting as necessary, organize and secure tools, fit guards.

Down and Dirty

General engine room or machinery space cleanliness and maintenance and personal cleanliness and attire

Oil soaked rags

What to look for: Oil soaked rags stored in piles or in garbage compactors, bins, or ordinary garbage cans.

Tasks: Dispose of bilge residues, absorbent pads and oily rags in metal fire resistant covered receptacle. Empty and remove oily waste from worksite every day. Be aware piles of oily rags are susceptible to spontaneous heating.

Bilges

What to look for: Excessive oil and water in bilges.

Task: Pump or drain the oil and water mix in bilge into the designated holding tank. Clean and make bilges oil free and establish leakage sources.

Sounding pipe

What to look for: Sounding pipe left unattended with lever left open, cap left off, and tape left in sounding pipe or automatic covers physically forced open.

Task: Secure sounding pipes after use unless instructed otherwise, if a sounding pipe is unattended notify a supervisor.

Engine casing and machinery

What to look for: Evidence of oil splatters, drips, or soot and leaks from machinery.

Task: Clean and degrease engine casing when build up appears. Tighten leaking flanges, replace gaskets if necessary.

Lagging on exhaust piping

What to look for: Ripped or torn lagging, exposed pipes, and visible leaks.

Task: Identify areas in need of renewed lagging and replace as necessary

Lighting

What to look for: Poorly lit areas, or with light fixtures which are not functioning.

Task: Replace or install additional lighting where necessary, promptly report light bulbs or light fixtures that are not operational.

Personal attire

What to look for: Ship staff or crew members with dirty, messy, or improper work attire.

Task: Encourage seafarers to take pride in their appearance onboard, regularly clean and degrease coveralls and work clothes. Also require that appropriate protective footwear is worn.



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