SDS binder cover and product index

Fill in the cover, list each product room by room, then file every sheet behind its tab.

Facility _____ **Binder location** _____

Second copy at _____ **Kept by** _____

Program contact _____ **Last reviewed** _____

Product index

	PRODUCT NAME	MAKER	ROOM OR AREA	SHEET DATE	TAB
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Setting up the binder

- ☐ Every room and closet walked with the index
- ☐ One line written for each product found
- ☐ Products with no sheet listed for the supplies buyer
- ☐ Cover filled in, including the second copy spot

Tab order

- ☐ One order chosen: by letter, by room or area, or by product type
- ☐ Dividers labeled to match
- ☐ Tab column filled in on every index line
- ☐ Each sheet filed behind its tab

Keeping it current

- [ ] New product in: sheet filed and line added the day it arrives
- [ ] Product gone: sheet removed, entry lined through and dated
- [ ] Review date reached: rooms walked against the index
- [ ] Last reviewed updated on the cover
- [ ] Next review date on the calendar
- [ ] Binder back in its usual spot

Notes