

# Proper Storage of Supplies – Schools

## Picture This





The image shows a supply closet in disarray, with items piled chaotically on shelves and strewn across the floor. This lack of organization creates tripping hazards, makes it difficult to find essential materials, and increases the risk of items

falling from shelves, potentially causing injuries. When supplies are stored improperly in school environments, it not only affects efficiency and productivity, but also compromises safety and accessibility, especially in emergencies.

To ensure safe storage in schools, supplies should be clearly labeled, organized in durable containers, and placed on shelves in a way where heavier items are stored at lower levels. Pathways should be kept clear to prevent slips, trips, and falls, and only approved cleaning agents or chemicals should be stored in designated areas. Schools should conduct regular inspections and inventory checks to maintain order and eliminate clutter. Training staff in basic storage principles can help prevent accidents and keep learning spaces efficient and safe.