

SAFETY COMMITTEE - COMPLIANCE PUNCH LIST

1st QUARTER – February 10, 2021

BROOKLYN PARK

	Assigned To	Assignment	Progress/ Date Completed
1	All Managers	Update the SDS binders and sign at the bottom of the index page in each binder. Press (Kevin Washington) Maintenance (Dan Thieschafer) Bindery (Kevin Washington) Premedia (Scott Andres) Mailing (Andy Jones) Digital (Scott Andres) Variable Web (Andy Jones)	Open Open Open Done Open Done Open
2	Nancy Kunkel Brandon Bombeck	Remove any older emergency contact listings like the one at the first aid cabinet in the 6905 building.	4/30/21
3	Cristi Oakvik	Place more signs in the office closets in the 6845 building that state the need to keep 18 inches of clearance below the sprinkler heads.	4/19/21