

Maintenance of Work Areas

Employees are responsible for maintaining their work areas in a clean and orderly fashion.

1. To fulfill this responsibility, each employee should, at a minimum, do the following:
 - a) Place coats, boots, umbrellas, and other items of clothing in designated areas so that workstations are not unnecessarily cluttered.
 - b) Consume any food or beverages only in the employee lounge or other designated areas so that work areas are kept free of food and related litter.
 - c) Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers, or information of value.
2. Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each supervisor should:
 - a) Make sure that the aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-shift tasks have been performed.
 - b) Monitor the facilities and equipment, and issue maintenance requests where appropriate.
 - c) Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort.
 - d) Report any existing or potential workplace hazard or safety violation.
 - e) Ensure the proper disposal of all trash, waste, and scrap.
3. The Library will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees yet appropriate for the nature of its operations. Employees should inform their supervisor of any concerns about working conditions.

Adopted by the Board of Trustees: January 1997
Amended: June 2010