**Purpose:** To outline the policies for maintaining a clean and functional break room

**Scope:** Facility Operations staff

**Policy OR Procedure**

1. **ORGANIZATION OF THE CREW ROOM**
   a. All bags, books, and personal belongings must be stored in the crew room during shifts. Nothing is to be kept out at the front desk. Employees are responsible for ALL valuables and personal items. The Department of Recreational Sports is not responsible for lost or stolen property. Employees are encouraged to use the facility’s day lockers if employee locker space is not available.
   b. Employee lockers are located on the east wall. Use these to help store your belongings.
   c. Employees should not utilize the crew room to store their belongings if they are not working the current shift. Crew room space is only for employees who are on shift. All other employees must store their belongings in day lockers.
   d. S&C staff is welcome to use the microwave in the crew room.
   e. The back southeast corner is kept for the maintenance equipment. Cleaning supplies, paint, lubricants, and extra pads and weights in need of maintenance are kept in this area. It is important to try and maintain a clean floor area in order to reach the appropriate equipment.
   f. Cleaning towels are located in the crew room. Dirty towels should be placed in the laundry basket, located at the S&C I and/or S&C II front desk. This basket should be emptied for wash, dry, and fold every day.
   g. The room is to remain clean and organized. Lockers should be kept clean. Personal items are not to be left overnight in the crew room. If any personal item remains in the crew room longer than 1 week it will be thrown out or taken to lost and found.