

CREW ROOM

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

Scope: Facility Operations Staff

Policies:

- I. 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. Changing attire is prohibited in crew room
 - 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. 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 may be thrown out or taken to lost and found.