

CREW ROOM

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

Scope: Facility Operations Staff

Policies:

- I. CREW ROOM
 - a. If you are in the facility but not on the clock, all personal belongings may be stored in the Crew Room should you decide not to use a locker. NOTHING is to be stored at the Admissions Desk unless you are on the clock.
 - b. The crew room is a shared space. It is used for first aid supply storage, equipment storage, and cleaning supply storage. All employees on and off the clock must be respectful when utilizing this space.
 - c. Employees are responsible for ALL valuables and personal items. The Department of Recreational Sports is not responsible for lost or stolen property.
 - d. Changing attire is prohibited in the crew room.
 - e. 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.