

InterOffice Memo

Date: February 3, 2024

To: All Employees

From: Samy, Corporate Administration

Subject: Reminder Regarding Office Cleanliness and Hygiene

Dear Team,

I hope this memo finds you well. I would like to take this opportunity to remind everyone of the importance of maintaining cleanliness and hygiene in our workplace. A clean and hygienic environment not only promotes good health but also enhances productivity and morale among employees.

Here are a few key points to keep in mind:

Personal Workspace: Please ensure that your personal workspace is clean and organized at all times. Dispose of any trash properly and avoid cluttering your desk with unnecessary items.

Common Areas: Let's all make an effort to keep common areas such as the kitchen, restroom, and meeting rooms clean after use. Remember to wash your dishes promptly, wipe down surfaces, and dispose of food waste properly.

Hygiene Practices: Practice good hygiene by washing your hands regularly, especially before and after meals, and after using the restroom. Keep hand sanitizer handy at your desk and use it frequently, especially during flu season or in times of illness.

Shared Equipment: If you use shared equipment such as printers, copiers, or computers, please be considerate of others and clean them after use with the provided disinfectant wipes.

Reporting Issues: If you notice any cleanliness or hygiene issues in the office, such as spills, leaks, or malfunctioning equipment, please report them to the facilities management team promptly so that they can be addressed.

By adhering to these guidelines, we can create a healthier and more pleasant work environment for everyone. Let's all do our part to contribute to a clean and hygienic workplace.

Thank you for your attention to this matter.

Best regards,

Samy
Head of Corporate Administration