

I. PURPOSE

To encourage a neat and professional atmosphere in Agency facilities.

II. POLICY

It is the policy of the Santa Clara County Transportation Agency to provide a safe, healthy and professional working environment for its employees. In furtherance of this policy the Agency will:

- Design and operate Agency facilities in a manner so as to maximize conditions that support employee health, safety and professionalism.
- Take prudent actions to comply with applicable laws and housekeeping standards which will ensure a high degree of work site health, safety and professionalism.

It is the responsibility of every employee to conscientiously adhere to the spirit, as well as the letter, of these policies and guidelines.

III. GUIDELINES

1. The work site Supervisor is to be the focal point of all health and housekeeping interactions with employees. As required, the Director of each department will resolve departmental concerns which are outside the scope of these guidelines. Environmental Safety and Health is available to provide interpretation of underlying regulatory statutes or to provide consultation regarding Agency policies.
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Housekeeping, Continued

2. For reasons of safety, personal electrical convenience appliances will not be permitted within work units or individual modular work stations. This includes refrigerators, coffee makers, microwave ovens, toasters, etc. The cafeteria, or designated break rooms, will be conveniently available to employees who desire food or beverage warming services.
 3. Eating activities are most appropriate to designated break rooms or the cafeteria. Where food is consumed in the work unit, or within a modular office, please observe good housekeeping practices. Do not leave unwrapped food exposed overnight, nor store uncontained food overnight. Break rooms will be equipped with refrigerators and cabinets for the purpose of food storage.
 4. For purpose of earthquake and fire safety, no materials should be placed on top of cabinets or modular office partitions with the exception of official signage. Further, surplus furniture and file boxes should not be stored in common areas or adjacent to designated fire exits. Clear access to fire exits must be maintained at all times.
 5. Tack boards will be supplied in each modular office and work unit will have common bulletin boards available. As possible, personal materials should be displayed exclusively on these boards. Personal materials should not be attached to office partitions with tacks, glue, tape or other fasteners which may damage furniture surfaces. Framed pictures should be mounted behind Plexiglas, to prevent a breakage hazard if dropped. Window surfaces should not be used for display of personal materials.
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