

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7.7

Subject: Office Cleanliness & Safety Policy

Effective Date: 7-8-09

Approved by: Kyle Hayes/7-8-09  
City Manager/Date

Lillie Babino/7-8-09  
Human Resources Director/Date

I. Purpose

- A. The purpose of this policy is to ensure that employees are afforded a clean and safe work environment and to minimize loss and damage to office furnishings and equipment.

II. Responsibilities

- A. Department Directors are responsible for the cleanliness and appearance of the offices under their control.
- B. Department Directors, Division Managers and Supervisors are responsible for enforcement of this policy.
- C. Employees are responsible for complying with the rules outlined in this policy.

III. Rules and Procedures

- A. Food may be prepared only in the employee lounge or designated kitchen area to minimize stains and spills. Food is not allowed in any office area. Drinks are allowed only if a cap or spill proof lid is on the container.
- B. All microwaves, cooking appliances and coffee makers are restricted to those provided by the City and the areas designated by the City Manager.
- C. The following shall apply to the City Hall building only: Refrigerators are restricted to areas with tile floors. Individual refrigerators are not allowed in offices.
- D. Employees shall report spills, unkept areas, and unsafe conditions that they are unable to correct to the appropriate office or individual.

- E. Refrigerators shall be UL approved or equal.
- F. Electric and fueled fire space heaters shall not be present or used in offices.
- G. No open flames, such as candles, are allowed in offices and facilities.
- H. No displays on walls are allowed using tape, thumb tacks, glue, etc. Additionally, bulletin boards are prohibited in individual offices.
- I. Live plants are permitted only with appropriate water retainers. Plants are not allowed on the top of furniture, file cabinets or window sills.
- J. Employees are expected to use good judgement and will be held accountable and subject to appropriate disciplinary action.

IV. Recommendations

- A. All offices should be clean and well kept in order to portray a positive image of the employee and the City of Beaumont.
- B. Any deviation from this policy must be approved by the City Manager.