

# RESTROOMS AND SANITATION REQUIREMENTS

*Common sense and logical rules of restroom and office kitchen manners*

# CONSIDERATIONS

**Primary Rule:** Be Hygienic - ALWAYS- Clean up your own mess!



## General Guidelines:

- ❑ Check that the stall has sufficient toilet paper before using it. If you use the last roll let maintenance know so that it can be replaced.
- ❑ Lock the door while using the toilet.
- ❑ Squat only on squatting toilets, pedestal toilets are for sitting on only.
- ❑ Flushing use: NEVER forget to use **Flush Once You Are Done**. Do not hesitate to call Physical Plant if the flush is not working.
- ❑ Consider a courtesy flush(s). It never hurts to have one last look to make sure the evidence is gone. It should disappear, just like all our unwanted stuff. To that place called **"AWAY."**
- ❑ Do not light matches to hide smells.

# CONSIDERATION, Cont'd

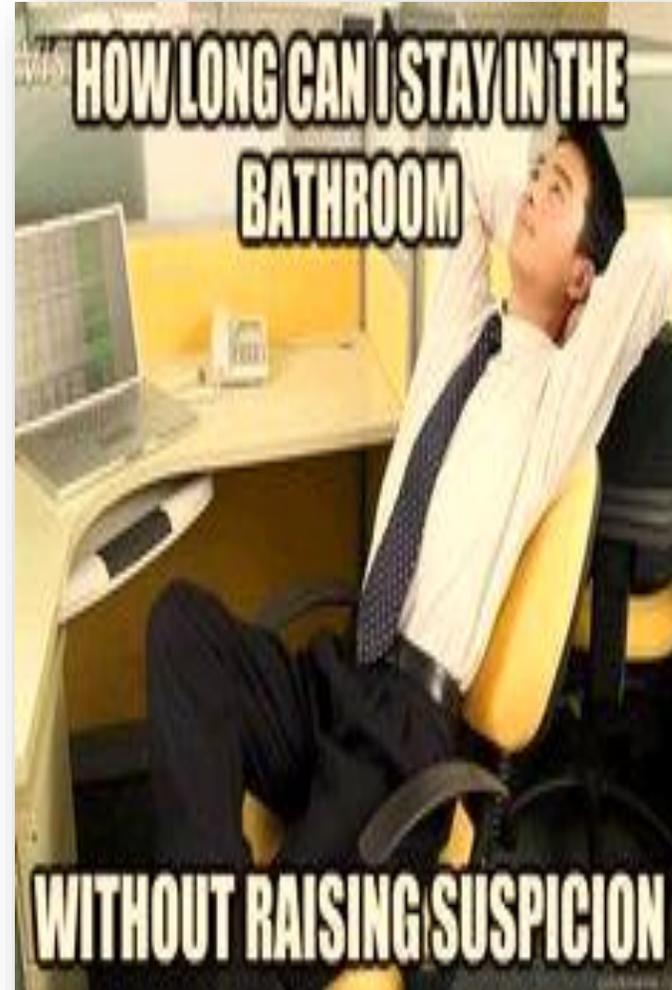
- ❑ Feminine hygiene products and baby wipes should not be flushed down the toilet but be wrapped and disposed of in a disposal unit which is properly lined with plastic or wax paper bags.
- ❑ If you are female please remain seated while doing your business.
- ❑ If you are a male try to stand as close to the toilet seat as possible to avoid wetting the seat.
- ❑ If you are a male do leave a gap between yourself and the person in the next stall. Prevent 'Shy bladder syndrome' for others.
- ❑ If you are a male keep eyes focused to the wall. Minimize chit chat. A grunt of acknowledgement is ok when entering the restroom.

**Wash your hands thoroughly after your business – whatever it is.**



# IT'S ALL ABOUT HYGIENE AND CLEANLINESS

- ❑ Do not litter the place.
- ❑ Do not dawdle in the toilet/toilet stall - for private phone calls or reading.
- ❑ Do not allow used toilet paper to blow around.
- ❑ Do not leave hair and remains of make-up lying around the bathroom after you leave it.
- ❑ Do not use your naked hands to grip the door handle.
- ❑ Do not eat or drink in stalls.
- ❑ Do not leave the restroom with taps on. It is important to conserve water.
- ❑ Do not disrespect your coworkers by making and leaving a mess.



# HYGIENE AND CLEANLINESS, cont'd

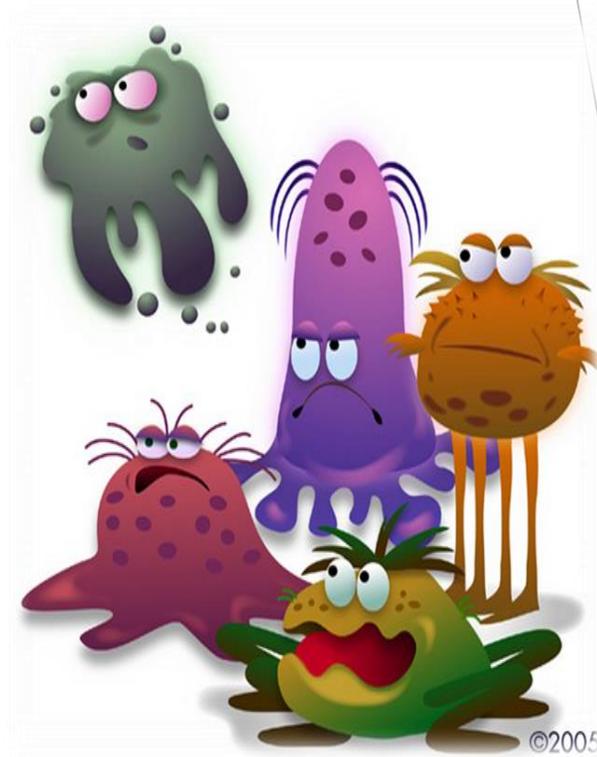
- ❑ Do not throw water on the floor and create a hazard for someone else, they might slip and get hurt.
- ❑ Never leave the toilet seat wet. Check the toilet seat for unwanted stains or substance -clean up after yourself properly.
- ❑ Leave the stall door ajar when you leave - to indicate that it is unoccupied
- ❑ Wash your hands thoroughly after your business - whatever it is.
- ❑ Do not light matches to hide smells.
- ❑ Check that the stall has sufficient toilet paper before using it. If you use the last roll let maintenance know so that it can be replaced.



# GERMS AND VIRUSES

## How Can You Protect Yourself From Germs?

- ❑ Hand washing — soap and water! Use warm water and soap and rub your hands together for at least 15 seconds, which is about how long it takes to sing "Happy Birthday."
- ❑ Cover your nose and mouth when you sneeze! And cover your mouth when you cough.
- ❑ Do Not throw used tissues on the floor after sneezing, or blowing! Toss tissues in the trash, then wash your hands!
- ❑ Viruses mainly survive in living things! Some live for a while on something like a doorknob or countertop - **WASH YOUR HANDS** so as not to spread viruses!



# DID YOU KNOW...

- ▶ **Ladies' handbags** pick up lots of germs if taken into the toilet and placed on the toilet floor or handled by germ laden hands.
- ▶ **Urine on solids** helps it to break down sooner.
- ▶ **Flowery and fragrant aerosols** - can turn the air thick, heavy, and fake --and it's like a silent scream declaring to the entire floor that you just did something you'd rather not talk about.
- ▶ **Women don't usually pee in a straight line** unless holding it all morning. When squatting, there's the inevitable fizzle, the berserk nature of your bladder on its spin cycle. Clean up ANY misdirected spills.



# BREAKROOM ETIQUETTE

- ❑ Do not eat someone else's meal. Take the whole bagel - Nobody wants to eat food that has been handled by somebody else.
- ❑ Do not leave cups plates utensils in the sink for later or assume that someone else will take care of it.
- ❑ Use the Microwave Efficiently: If you are using the microwave, make sure you take your food out as soon as the session is complete.
- ❑ Avoid Super Smelly Foods: consider how strong the aroma of your meal may be before you take it to work.
- ❑ Keep the Space Clean: Clean up after yourself - cover your edibles before you nuke them and clean up food that exploded in the microwave and any spills or crumbs that you left behind.
- ❑ Freshen up the Fridge: The refrigerator is for short-term storage only - Don't use it to store a week's worth of groceries - only store that day's lunch in the fridge, and bring any leftovers home at night.
  - Make sure your lunch is properly packed. Bring your lunch in airtight containers and aluminum foil.
  - Throw away any expired yogurt, salad dressing or food that you haven't eaten.



ARE YOU FAMILIAR WITH NSU'S MICROWAVE AND FIRE SAFETY POLICY



Microwave/Fire Safety Policy:

[https://www.nova.edu/portal/ehs/forms/ehs\\_fire\\_prevention\\_plan.pdf](https://www.nova.edu/portal/ehs/forms/ehs_fire_prevention_plan.pdf)

HAPPY BREAK TIME!

