

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

HAPPY BREAK TIME!

