

FACILITY MAINTENANCE AND UPKEEP

A clean and well-maintained workspace enhances productivity and promotes a positive work environment. Here is what you need to know about facility maintenance:

1. **Common Areas:** Keep shared spaces tidy. Clean up after yourself in the kitchen, lounge, and meeting rooms.
2. **Desk Organization:** Maintain an organized desk by decluttering regularly. Keep personal items in designated areas.
3. **Trash and Recycling:** Dispose trash and recyclables in the appropriate bins. Follow recycling guidelines for paper, plastics, and more.
4. **Office Equipment:** Treat office equipment carefully—report malfunctions promptly to the admin team.
5. **Printer Etiquette:** Use printers responsibly. Refrain from printing unnecessary documents. Fix paper jams if possible, or report to IT.
6. **Restrooms:** Leave restrooms clean and stocked. Report any maintenance needs to the admin team.
7. **Energy Conservation:** Turn off lights, computers, and electronics when not in use, and conserve energy for a greener workspace.
8. **Report Maintenance Issues:** If you notice leaks, broken fixtures, or other facility issues, report them to the admin team for prompt resolution.

By maintaining a well-organized and clean workspace, we contribute to a comfortable and efficient environment for all. Let's work together to ensure our offices remain a place of pride and productivity.

For inquiries about facility maintenance or to report issues, please contact Sariat or Stephen. Your efforts make a difference, and we appreciate your commitment to our workspace upkeep.