Proper Dumping of Trash Containers

August 7, 2007

Customer perception is an important factor in our ability to meet the needs of our customers. Our actions should appear professional, above board, and not for personal gain. Our time at work must be spent in pursuit of cleaning objectives and customer satisfaction, not personal profit.

- **Custodians will not remove items from garbage areas, garbage bags, or garbage cans to take home or use in personal closets.** When dumping individual garbage cans in offices or other areas, the entire contents will be **dumped.** Individual items will not be removed nor will items in the trashcan be read at anytime.

- **Aluminum cans will not be removed from trash containers, trash areas, or trash bags for recycling purposes.** This practice is expressly prohibited.

SAMUEL A. LEVIS
Custodial Services Supervisor