


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-11
Subject:	Cleanup Time	Effective Date:	December 1992
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific time will be allowed for cleanup activities at the end of each employee's shift.

Purpose

To ensure that the employees are given an adequate amount of time to clean themselves up from the work they have previously performed.

Procedure

1. All employees will be allowed a fifteen (15) minute cleanup time to remove dirt and debris from themselves at the end of each shift.
2. This fifteen (15) minute cleanup time will also be inclusive of any paperwork that needs to be completed.
3. Each employee will be provided a locker for the storage of clothing, as they so desire.
4. Should an employee need additional time for cleanup, they should request it from their respective Manager, prior to the actual time needed to perform the additional cleanup.