


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-20</b>
<b>Subject:</b>	<b>Personal Hygiene</b>	<b>Effective Date:</b>	<b>December 1992</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All Facilities Maintenance personnel are responsible for demonstrating a clean and neat appearance, as well as demonstration of good personal hygiene.

**Purpose**

To ensure that Facilities Maintenance personnel project a professional image and maintain good personal hygiene that is not offensive to our customers, and especially to the patients that we serve.

**Procedure**

1. When performing work that is known to be abnormally dirty, Facilities Maintenance personnel will wear their assigned coveralls.
2. All Facilities Maintenance personnel will have a neat and clean backup uniform on the campus in case of accidental spill or some other incident that would project an offensive appearance to our customers/patients etc. This uniform will be worn in such cases as discussed herein.
3. All Facilities Maintenance personnel will maintain personal hygiene that is not offensive to patients, staff, students or visitors. The Manager within the employees work group may prohibit an employee from performing assigned work if the employee does not display proper personal hygiene. The Manager will provide private discreet conversation with an offensive employee as a first notice of concern. If the employee fails to correct the condition at hand, then the Manager has the right to not allow the employee the right to perform their assigned duties and responsibilities.