

From: Campbell, Michael
Sent: 4/17/2014 12:18:42 PM
To: Dietz, Sidney (/O=PG&E/OU=Corporate/cn=Recipients/cn=SBD4)
Cc:
Bcc:
Subject: FW: Break-Room Etiquette: A Message from Administrative Services

Savages. We are all savages. Can rules save us? Like you say, we rely on people behaving "reasonably" and having a sense of what that is.

From: Prosper, Terrie D.
Sent: Thursday, April 17, 2014 12:17 PM
To: ALL SF
Subject: Break-Room Etiquette: A Message from Administrative Services

Break-Room Etiquette: A Message from Administrative Services

Many gracious employees have donated equipment to be utilized in the different break-rooms at the CPUC. This equipment is now considered communal property and is accessible to all CPUC employees regardless of their Division affiliations. All employees may use the refrigerators in the break-rooms to **temporarily** store refrigerated food items, and may also use the kitchen cabinets. Employees are **responsible** for keeping the break-rooms and all equipment and surfaces clean and for following good housekeeping rules. It also means that any dishes and utensils should be washed immediately and stored. Any dishes left in the sink at the end of the day are subject to disposal.

When cooking or pre-heating your food, please be sensitive to others who may have a negative response to strong odors. Therefore; it is requested that employees exercise reasonable care to avoid preparing foods with strong odors that may disturb other employees. Please **do not** post any notes, memos, or posters in the break-rooms that may exclude an employee from using communal equipment. This is prohibited, unless pre-approved by the CPUC Facilities Team.

If you have any questions regarding this or the use of the break-rooms, please send an email to the CPUC Facilities Team at: cpucfacilities@cpuc.ca.gov.

Thank you,

Administrative Services

