

Subject:	Food and Beverages at Dispatch Consoles	
Effective:	5/14/2012	Procedure
Update:		
Reference:		

PURPOSE

To describe the procedure to have food and beverage at the dispatch consoles and ensure cleanliness.

PROCEDURE

1. Beverages

- a. Drinks are permitted at the console; extreme care should be exercised in order to prevent spills. It is preferred beverages be in a spill-resistant container.
- b. Drinks will be placed no closer to electronic equipment than absolutely necessary.
- c. Spills shall be cleaned up as quickly and thoroughly as possible.
- d. Abuse of the procedure or repeated accidents may result in severe restrictions placed on having drinks at the dispatch consoles.

2. Food

- a. Food is permitted at the console; extreme care should be used to prevent spills. It is preferred that food be in a spill-resistant container.
- b. Food will be placed no closer to electronic equipment than absolutely necessary.
- c. Eating will not interfere with employees' work.
- d. Uneaten food and food containers must be discarded in the kitchen trash can or janitor's closet trash can (***not in the trash cans under the dispatch consoles.***)
- e. Spills shall be cleaned up as quickly and thoroughly as possible.
- f. Abuse of the procedure or repeated accidents may result in severe restrictions placed on having food at the dispatch consoles.