Subject: Food and Beverages at Dispatch Consoles

Effective: 5/14/2012

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.