



administratively ranked supervisor within the agency, and request permission to use the room(s).

- 4.3.2. Use of the rooms will not exceed 8 hours.
- 4.3.3. Linens are provided in the rooms. Once finished, the linens are to be placed in the laundry bags and hung outside of the room on the door handle for cleaning.
- 4.3.4. Employees are responsible for removing any trash from the room prior to departing.
- 4.3.5. Notify the on-duty supervisor when you are finished using the room.

4.4 Supervisors must comply with the following protocols:

- 4.4.1. Only supervisors ranked corporal or above have authority to unlock the door for entry into the room(s). The supervisor should notify the Property Custodian email group when the room is used to ensure linens are replaced and cleaned.
- 4.4.2. When notified that the room is vacant, an employee within the Administrative Bureau or an on-duty supervisor will conduct an inspection to ensure the rooms are clean, the bed has been stripped, and the linens have been bagged. An employee within the Administrative Bureau will return the laundry bags to the rooms.

4.5. Entry into the rooms for reasons other than granting access to employees for rest periods, including entries for inspections, cleaning and linen returns are prohibited. Deviation from this protocol can result in disciplinary action being taken against employees found to be in violation.