Policy & Procedure:

Team members are the Hotels most important assets and they should be provided the tools to carry out their job. To have team members who respect the hotel property, the hotel needs to treat them with respect and this is achieved by taking care of 'their' areas. The objective is to provide a clean environment for team members to get changed and safeguard their belongings.

- Team member locker rooms will be clean, fresh smelling, free of dirt and dust.

- Lockers will be clean, close properly, and will have a proper working lock on it.

- Showers will be available, and will be clean, without soap residues and hairs.

- Team member towels will be available and soap/shampoo to be available in dispensers in the shower stalls.

- Washbasins will be clean, free of spots and will have soap dispensers and paper towels available.

- Toilets will be clean, free of dirt, spots and will be in good working order. Doors will close properly and will be clean, without graffiti and have proper working locks on them.

- Seating will be available and will be clean and stable.

- Separate locker rooms for males and females to be available. Lockers should be available for all uniformed full-time and part-time team members.

- Hairdryers, body lotion to be available in all locker rooms. Deodorant, shaving cream and razors to be available upon request from the housekeeping office.

- Shoeshine machines will be available in locker room or shoe kits can be borrowed from the Housekeeping Department.

- Locker rooms should be repainted on a bi-yearly basis or sooner when necessary.

- Human Resources, the Executive Housekeeper and the Chief Engineer will be responsible for the team member locker rooms.

- Team members to be made clear that it is everyone's responsibility to keep the locker rooms clean; Housekeeping should check the lockers 3 times a day.

- Locker rooms should be accessible only to Hotel team members.