

583 Housekeeping

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Each employee is expected to keep your work area neat at all times not only for health and safety reasons, but also for the appearance of each home or office space. Each employee should report any unsafe condition, or items that need repair or replacement to their supervisor immediately.

Employees are expected to use proper care when using Keystone property and equipment. If loss, theft or damage should occur, the employee responsible for the property must promptly report it to their supervisor.