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Revision Date	July 10, 2009

Facilities Development & Operations

SUBJECT: Procedure for Entering Restrooms or other Private Areas

Purpose: This procedure establishes guidelines for any employee who needs to enter a restroom (including unisex), lounge, locker room, shower room, or area designated for the opposite sex.

I. Responsibilities

The responsibility will remain with each individual employee to adhere to the following precautionary steps to ensure privacy as well as taking precautionary measures.

II. Procedures:

- A. Have the room checked and cleared by a person preferably from FD&O if possible. You may ask a person exiting if there is any one else still in the restroom.
- B. Always announce yourself prior to entering “Hello, Maintenance, Is there any one in here?” Flashing the lights and knocking on stall doors can help get an occupant’s attention.
- C. Always check for occupants when actually entering. Due to language, culture, hearing difficulties, or head phone use, your announcement may not be acknowledged.
- D. Restrooms and locker rooms will need to be clearly marked “**CLOSED for MAINTENANCE**” while work is being conducted by an FD&O employee. Please use a manufactured sign or supplied posting form (No hand made postings). Make sure to identify and post the closest available restroom facilities.
- E. If someone refuses to leave, do not confront the individual(s). Wait outside (as appropriate), post closed signage and begin work when they exit.
- F. If someone comes into the facilities despite the “**CLOSED for MAINTENANCE**” posting, you are to secure your work area and leave the room as soon as possible. Do not confront the individual(s), wait outside (as appropriate) and resume work when they exit. If it is unsafe for anyone to enter, advise the person of the danger and call your appropriate Administrator to advise them of the situation.
- G. If you are experiencing difficulty with an occupant or your need to enter is urgent to mitigate a dangerous situation, call UPD for assistance and then wait for their arrival.

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- H. Report all extended delays to your Supervisor promptly as appropriate.
- I. Make sure you document all incidents such as extended delays, difficulty with occupant(s), etc. on your tech report.
- J. Not responding to a routine or emergency service call, due to restroom in use at time of service call does not constitute a valid reason for non-entry of restroom facility to perform maintenance service.