



TOWN OF RAYMOND

Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

STANDARD OPERATING GUIDELINE

SUBJECT: Vehicle Cleanliness	ISSUE DATE: October 1994	NO.: 013
--	------------------------------------	--------------------

ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE OF: 1 of 1
----------------------------------	--------------------------------------	-------------------------	---------------------------

The purpose of the guideline is to insure cleanliness of Town equipment, facility, and property; and minimize loss of time due to untimely cleaning tasks.

It applies to all Public Works Department employees.

All liter, trash, and debris accumulated during the work day shall be removed from Town owned vehicles, equipment, facilities and work sites on a daily basis at a minimum.

Said material shall be disposed of in appropriate receptacle.

In addition personal items such as clothing, lunch pails, coolers, etc. shall also be removed at the end of each shift or day.