Tape down all cables and cords that will cross aisles or walkways. Try to run cables and cords together and in low traffic areas.

Empty trash cans daily, use new can liners in all trash cans. Dispose of trash immediately in trash compactor.

Broken or damaged equipment is to be taken out of inventory use immediately, tagged as "broken" and reported to your supervisor.

Storage Areas

Tables and objects taller that 30" are not to be left leaning against walls. Lay flat on the floor or store on a cart or rack.

When storing material always keep items 18" from ceiling and away from sprinkler heads.

Store all equipment in designated areas. Make sure cables and cords are coiled correctly.

Keep doors to storage areas closed and locked at all times.

Do not store equipment in front of, or in the path to, electrical panels.

Keep storage areas clean and organized with working lights.

Aztec Center Meeting Services – Code of Safe Practices Acknowledgement

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I, _____, have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the "Code of Safe Practices". I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

_____ _____
Signed Date

Supervisor _____
Signature / Printed Name Date

- Please forward to Payroll -