

Memo for Specific Workplace Issues

TO: All Employees

FROM: Edgar Abong/Facilities Management

DATE: November 5, 2023

SUBJECT: Addressing Proper Usage of the Breakroom Facilities

Dear Influno Team,

It has come to our attention that the usage of the breakroom facilities requires some guidelines to ensure its cleanliness and availability for everyone. As we all deserve a tidy space to relax and refuel, we're introducing the following measures:

- **Clean as You Go:** After using any utensils, dishes, or equipment, please wash and return them to their original spots. This ensures the next person doesn't have to clean up before they can use something.
- **Label Personal Items:** If you're storing any food or drinks in the refrigerator, ensure they're clearly labeled with your name and the date. Items without labels or past their freshness date might be disposed of during weekly cleanings.
- **Respect the Quiet Time:** To create a peaceful environment for everyone, let's avoid loud music or conversations between 12 PM to 1 PM, which is the peak break time for many of our colleagues.

Let's all work together to maintain a positive and productive work environment where everyone feels comfortable and valued.

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Huangqi Zhang



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