



CNY Cleaning Code of Professionalism

- **Dress Appropriately:** Wear your company shirt for every shift. Do not wear any shoes that do not protect your feet, no open toed shoes/flip flops. Jeans, solid color bottoms or khakis are appropriate to pair with your company shirt.
- **Keep it Professional:** No swearing at work, it is unprofessional, offensive and grounds for disciplinary action. Do not “air your dirty laundry” and always use your “indoor voice.”
- **No Cell Phones:** Please punch in at the start of your shift and put the phone away. No cell phone use while working.
- **No Smoking:** All sites have a no smoking policy. Do not smoke on any campus or at any facility. Please wait till you punch out or go home.
- **“That’s Not My Responsibility or Area”:** Being in the service industry we aim to please. There is no, that’s not my area approach to cleaning our facilities. We are a team and must work as one. Always take the extra steps to support the facility and your team members.
- **Keep Your Areas Clean:** This includes the janitor’s closet, your cart and equipment. Take honor in your space.
- **Take Pride In Your Work:** Coming to work shouldn’t be about getting done as fast as you can. Its about doing the job 100 percent and taking pride in your work.
- **No Sitting Around:** Do not sit around while working. It looks unprofessional. If you work 6 hours, you are required to punch out and take a 30 minute break. Nothing more.

