

Memorandum No. 2024-036

Date : April 24, 2024
To : All SMWD Personnel
From : Office of the General Manager
Re : SMWD All Gender Restrooms and Shower Rooms

To further promote a healthy lifestyle and good hygiene among all SMWD personnel this office deems it necessary that a shower facility and an all gender restrooms be made available within the premises of SMWD for everyone's benefit and well-being.

As such the following guidelines shall govern the use and maintenance of such facility, to wit:

1. All Gender Restrooms and Shower Rooms are located at the ground floor of the *SMWD Farmacia (below the stairs)* and at the *SMWD Bernardo (at the back alley)*;
2. The use of such facilities are for single occupancy only;
3. All personnel shall maintain the cleanliness of such facility after every use;
4. All trash shall be put inside the waste bin for proper disposal;
5. Use of the Shower Facilities shall be limited for not more than ten (10) minutes so that it can accommodate other personnel;
6. Practice water conservation while using SMWD's shower facilities;
7. Use of personal sanitary kits are highly recommended unless provided for by the Agency;
8. Use of the Shower Facilities shall be done between 9 o'clock in the morning and 6 o'clock in the evening except during on-call and/or emergency duties; and
9. SMWD personnel are prohibited from using the shower facilities during working hours except when due to the nature of their work a proper clean-up is necessary before reporting back to the office.

All Office Memoranda inconsistent herewith are hereby repealed, modified or amended accordingly.

This Memorandum shall take effect immediately upon approval.

For your information and guidance.

Engr. Carlos N. Santos, Jr.
General Manager