

To All Members of Staff

We have received complaints from several people about the state of the staff kitchen:

- ~~su~~used mugs and plates and cutlery left, unwashed, in the sink
- dirty counter tops
- spillage on the floor not ~~w~~ being cleared up.

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In addition, there are reports of:

- dirty maugs being put~~t~~ away in the cupboard
- the fridge door not being closed properly
- food and drink going missing from the refrigerator. ~~f~~

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Comment [G1]: Q: Should the lists be indented (as here) or not indented (as above)?

Please look after this facility and leave it as you would want to finde it. Spentd just a few seconds making sure that you clean up after your-self.

Washing-up liquid, sponges and clean tea towels are supplied, and topped up regulary. If you see thant new supplies are needed, please let HR know. Don't just leave used crockery and cutlery lying around because we've run out of washing_up liquid.

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If you put food and/or drink in the refrigerator, make sure that you're name is clearly visible on it. If you take food and _o_r drink from the fridge, please make sure that it is in fact yours, that you haven't taken someone else's by mistake.

We are all colleagues, so please be considerate of each other.

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