



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:

Civic Center

POLICY NUMBER: BLD 0020**DATE APPROVED:** February 24, 2010**DATE REVIEWED:** October 12, 2011

Purpose of Policy: To ensure a safe environment for all occupants of the Carlyle Civic Center.

Process:

1. All space heaters are to be shut off at the end of each working day.
2. It is the responsibility of the person using the space heater to ensure that this policy is adhered to.
3. If the person whose responsibility it is to ensure compliance with this policy fails to follow through, the Chief Administrative Officer or designate will be expected to contact the individual's supervisor to require compliance.
4. Continued failure to comply may result in eviction if the person is a tenant, or disciplinary action if it is an employee of the Town.