# 20/02 Bulletin Boards

Any Break Room: Personal notices, items for sale, rent, etc., may be placed on these boards without approval. All notices must be dated so they may be removed within an appropriate time. The **Unit Commander's aide (OA III) and or Operations Deputy** shall be responsible for maintaining this board.

Entrance to Warehouse : These boards are reserved for official business only. Announcements, department programs such as Health and Safety, union information, etc., will be placed on these boards. The **Warehouse Manager** will be responsible for maintaining these boards.

Warehouse: These boards are used for union information, safety material, labor law notices, etc. The **Warehouse Manager** will be responsible for maintaining these boards.

Warehouse Supervisor Office: On the south door, there is a bulletin board that is used to post the vacation sign-up sheet, facility floor plan, and other information pertaining to the administrative function of the unit. The **Unit Commander's aide (OA III) and or Operations Deputy** shall be responsible for maintaining this board.

All unit bulletin boards will be maintained in neat order and not allowed to become unsightly or cluttered.