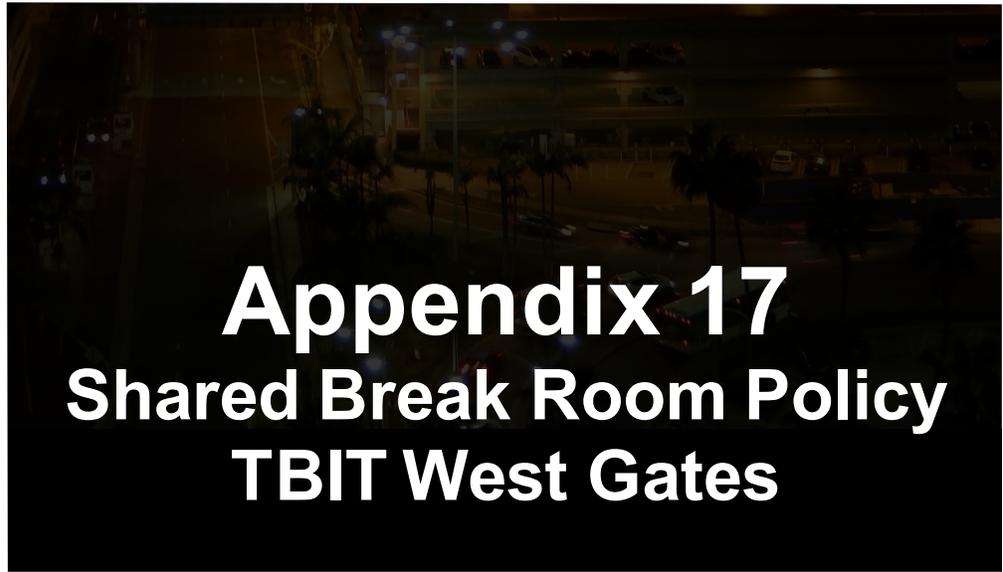
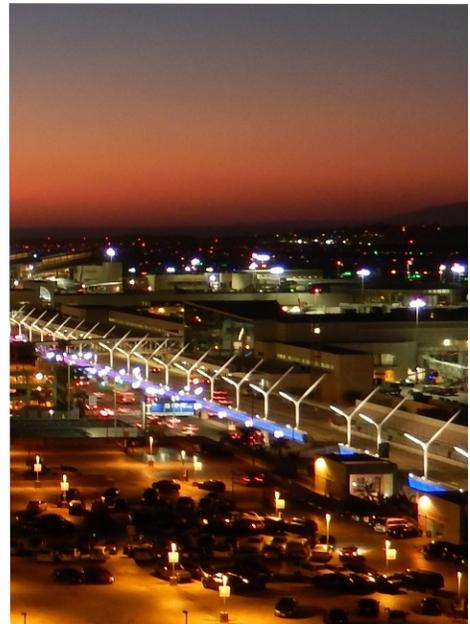


LAWA | **LAX**



LOS ANGELES INTERNATIONAL AIRPORT



Rev 3/3/2022

Appendix 17 Shared Break Room Policy TBIT West Gates

Applicability

This policy applies to the shared break rooms at the TBIT West Gates. All LAX stakeholders (including tenants and LAWA employees) are responsible for complying with LAX Rules and Regulations, including this document. These break rooms are available for use by all TBIT West Gates stakeholders. The TBIT West Gate break rooms are:

- Room MSC-03-N1-150 (ramp level)
- Room MSC-04-C1-050 (concourse level)

Contacts

1. **To report an emergency: (424) 646-7911.**
2. To request Airport Police assistance with a non-emergency: **(424) 646-4268.**
3. To report facilities problems (clogged drains, electrical, spills etc.) contact the ARCC (Airport Response Coordination Center): **(424) 646-LAWA (5292).**

Policy

1. All break room users must agree to maintain a breakroom free of harassment, discrimination, hazing and stealing.
2. All users must respect others and their personal property.
 - a. No horseplay
 - b. No loud music or loud conversations
3. Break rooms cannot be reserved or blocked out for group events.
4. Items placed in the refrigerators must be labeled with the owner's name and date the item was placed in the fridge or prepared.
 - a. Items not labeled or items older than 5 days may be discarded without notice.
5. Microwaves may only be used to heat food.
 - a. Wait for your turn
 - b. All food in the microwave shall be covered
 - c. Any spill shall be cleaned up immediately
 - d. Users shall stay with their food and immediately remove it from the microwave once ready.

6. Users shall dispose of all trash in the trash receptacles and clean up any spaces they used prior to departing the break room.
7. Sinks may be used to wash dishes and utensils. If use, remove all items from the sink and wipe down any splashed water. Items shall not be out to dry.
8. Any items left in the sink or countertops may be disposed of.

Enforcement

All LAX stakeholders (including tenants and LAWA personnel) are responsible for complying with this document. Observed violations of this policy by any tenant will be considered a deviation from the tenant's Terminal Occupancy Agreement with Los Angeles World Airports (LAWA). Violations of this policy committed by non-LAWA personnel will be reported to LAWA's Commercial Development Group (CDG). This may result in a notice being issued to the tenant to correct such deviations from this policy. Violations by LAWA personnel will be reported to the violator's Division Manager.