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**TO:** All LAUSD Beaudry Occupants

**FROM:** Morlin Management – Beaudry Facilities Services

**DATE:** April 7, 2004

**RE:** Restroom Use at the LAUSD Central Administration Building

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We need your help with personal hygiene issues within the restrooms of the LAUSD Central Administration Building!

1. Please be aware that bathroom sinks should be used only for personnel hygiene related matters; washing your hands, face and brushing your teeth. These sinks should not be used to clean dishes. Dishes should be cleaned in the kitchen areas on each floor.
2. As a courtesy to others, please use your paper towel to wipe excess water off the sink counter.
3. Please dispose of paper towels in their proper trash receptacle – not on the floor. If the receptacle is full, contact Morlin Management to have it emptied.

Please help us keep your restrooms clean and neat!

If you have any questions or maintenance concerns, please contact Morlin Management at (213) 241-1320. Thank you for your consideration.