

## MEMO

**TO:** Loyola University Employees

**FROM:** Loyola's Transportation Committee

**RE:** LUC Staff and Faculty: BVM Shower Facilities Available

The Transportation Committee is a collaborative working group of staff and faculty across the University who work to promote and educate the Loyola community about efficient, convenient and safe transportation options. Healthy commute options like walking and bicycling improve quality of life on campus, strengthen our ties to our neighboring communities, and reduce impacts on the environment.

The Committee is pleased to announce the availability of several unisex showers available for Loyola staff and faculty in the IES (BVM) hall. During the renovation of BVM, shower facilities were requested to remain for employees without a Halas membership in order to "freshen" up after commuting to work by bicycling or walking should there be the need to do so.

An announcement will go out to faculty and staff to inform them of the amenity along with best practices of using the shower facilities. The following information will be shared with colleagues:

### Important Information

Unisex shower facilities are equipped with:

- Shower curtain
- Bathroom sink, mirror and a toilet

Users are to provide own towels and other items.

### Facilities are NOT equipped with:

- Hair Dryers
- Shower Caddies
- Floor mats or rugs

### Shower Locations

Shower facilities are located on the 4<sup>th</sup> through to the 10<sup>th</sup> floor.

- Please **use west-end shower facilities as these are furthest from reception areas and main elevators therefore low traffic area.**

*These facilities will have an interactive "occupied" or 'not occupied" sign on the external side of the door.*

### Cooperative, Courteous and Respectful Behaviors for Shower Users

By following the etiquette policies combined with respectful and courteous treatment of the space, the use of the showers are a benefit and a convenient amenity at the Lakeshore campus.

- Switch door sign to "Occupied" when arriving and lock door
- Switch door sign to "Not Occupied" when departing
- For health purposes, shaving is a prohibited shower activity
- As this is a shared facility, please wear indoor slippers/shower shoes for health and safety purposes
- Please turn off shower after use
- Please tidy up prior to leaving
- Please take all your personal items with you when departing the shower facility

**Report any issues via LSC Work Order Online Form with Facilities Management Department. Thank you!**

**For your Information:**

Loyola's Housekeeping Team will adhere to strict cleaning protocol and implement the same procedures conducted in Halas for the BVM shower facilities.

- Nightly - spot clean with approved germicidal detergents with disinfectant strength.
- Once a Week - partitions, walls, enameled surfaces, and floors will be thoroughly washed with a germicidal detergent at disinfectant strength.
- Semi-annually – machine wash shower curtains. Replace shower curtains as necessary.

Thank you for supporting sustainable commuting options at the Lakeshore Campus. While we do not anticipate a large number of users, we recognize that there may be some level of inconvenience and appreciate your understanding and support.