

Clean desk

Yamaha Motor Europe N.V.

To keep our office environment as clean, neat and hygienic as possible and also to help our cleaning company to clean your workplace at the best level we kindly ask you the following:

- Please keep the windowsills empty. This will reduce dust, make it available to clean and keep the heating system working properly.
- Use the central bins on the floors to dispose your garbage and do not gather this on/near your desk.
- Do not eat lunch behind your desk but use the restaurant, also if you bring your own food.
- Remove all your items from your desk at the end of the day, use a drawer or cabinet to lock your goods. Docking station, telephone, keyboard and mouse can stay on your desk.
- Bring cups, glasses or other items to the pantry and put them in the dishwasher.
- Throw away all unnecessary items at the end of the day.
- Please hang up your vests/jackets at the wardrobe near the pantry instead of at your chair.
- Put all items in the cabinets and not on top of it. This makes it easier to clean and gives a representative look.
- If you encounter any disturbances in the office (defects, stains such as spilled coffee), please send an email to the [Facility helpdesk](#). For urgent matters that can not wait, please call 6060.

