

**PORT OF GUAM**


ATURIDAT I PUETTON GUAHAN

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Website: www.portguam.comLourdes A. Leon Guerrero
Governor of GuamJoshua F. Tenorio
Lieutenant Governor**POLICY MEMORANDUM NO. 2020-GM04**

To: All Port Employees	Subject: Guidelines for Good Housekeeping Work Center of the Quarter Award
Effective Date: August 24, 2020	Revision Date:
Approved By:  RORY J. RESPICIO, General Manager	

I. DISCUSSION

It is difficult to overemphasize the importance of good housekeeping. It is often said that the condition of good housekeeping within a division is a reflection of the efficiency and the accident-prevention attitude of the supervisor and employees. To be effective, it must be a continuing activity, incorporated into the normal work processes of the division. Housekeeping is not limited to keeping the place clean; it is also concerned with keeping tools, equipment, and materials in good repair and in their proper places. Good Housekeeping is essential to accident prevention and is representative of competent management, efficient workmanship, and good working conditions.

II. ELIGIBILITY

All work centers of the Authority, inclusive of the administrative offices shall be eligible.

III. NATURE OF AWARD

- A. Cleanliness of work center;
- B. Compliance with safety standards on the job; and
- C. Condition and placement of tools, equipment, etc.

IV. AWARD AND RECOGNITION BENEFITS

Employees of the work center selected for the award shall be eligible for the following:

- A. A certificate of award to be presented by the Board of Directors. Presentation of certificate shall be made not later than the second regularly scheduled meeting of the subsequent month following the award period.
- B. A group picture to be displayed on all official Port bulletin boards for a period of 3 months following receipt of the award.
- C. A press release in the Authority's newsletter.

V. **GOOD HOUSEKEEPING WORK CENTER OF THE QUARTER SELECTION BOARD**

A. Purpose

The purpose of the Selection Board is to inspect the designated work centers based on the nature of the award and to recommend to the General Manager the most outstanding good housekeeping work center for Categories I and/or II.

B. Selection Board

The Selection Board shall consist of 7 employee members and a non-voting technical advisor from the Human Resources Division. The Board shall be comprised of the following.

- 1. One from Compliance/Control Department
- 2. One each from Corporate Services Department
- 3. Two each from Maintenance Department
- 4. Three from Operations Department

A minimum of 4 employees shall constitute a quorum for Board action. The term of office shall be for a period of two years.

C. Selection Procedures

The Board members shall be recommended by their Department Head and appointed by the General Manager.

Prior to its first meeting, Human Resources Division shall conduct a briefing with the members to explain their role and the Program's objectives and its importance.

The 7 members shall elect among themselves a Chairperson and Co-Chairperson.

Upon resignation, retirement, termination or other separation action of any of the Board members, the General Manager shall appoint an employee to fill the vacant position for the remaining length of time.

The General Manager shall appoint a temporary replacement if:

1. the employee is on extended leave; or
2. the employee's work center is nominated for the award, at which time the employee shall temporarily forfeit his seat on the Board.

VI. **SELECTION CRITERIA**

A. Inspection

On the first week of the new quarter, the Board shall conduct a safety/good housekeeping inspection of all work centers. They will initially meet at the Human Resources Division to begin their inspection as a group.

The Board shall inspect the work centers and determine if it meets the criteria established in Section III. Nature of Award by check marking on the inspecting form-excellent, good, or poor.

B. Findings

The inspection forms shall be submitted to the Human Resources Division for tabulation. The Board shall recommend to the General Manager in writing the work center's selection based on the highest points received.

C. General Manager's Approval

Upon review and approval of the Board's recommendation, the General Manager will notify the division heads of the Board's recommendation. The Human Resources Division shall prepare the notification for the General Manager's signature.

VII. **DESIGNATED WORK CENTERS**

For the purpose of this award, the following are designated work centers.

A. Category I – Administration Offices

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|-----------------------------------|----------------------------------|
| 1. General Manager's Office | 11. Human Resources |
| 2. Deputy General Manager's (Ops) | 12. Information Technology |
| 3. Deputy General Manager's (A&F) | 13. Port Police |
| 4. Harbor Master's Office | 14. Engineering/CIP |
| 5. Strategic Planning Office | 15. Occupational Safety & Health |
| 6. Marketing/Public Relations | 16. Supply |
| 7. General Administration | 17. Corporate Services Office |
| 8. Procurement | 18. Payroll Office |
| 9. Finance | 19. Entry Office |
| 10. Commercial | 20. PCC Office |

B. Category II – Operations/Maintenance Offices/Shops

1. Offices

- a. Operations Manager's Office
- b. Assistant Operation Manager's Office
- c. Stevedoring Office
- d. Terminal Superintendent's Office
- e. Transportation Superintendent's Office
- f. Crane Operators/Equipment Operators
- g. Gate House/Checkpoint
- h. CFS Warehouse
- i. Lower Tower
- j. High Tower
- k. Maintenance Manager's Office

2. Shops

- a. Crane Maintenance
- b. Corrosion Control
- c. Fleet Maintenance
- d. Welding
- e. Building Maintenance
- f. Electrical/Refrigeration
- g. Maintenance Control
- h. Grounds Maintenance

VIII. **ENTIRE POLICY**

All prior policies or memoranda in conflict with this policy are hereby rescinded.

GOOD HOUSEKEEPING WORK CENTER INSPECTION FORM

RATING SCALE

3 - Excellent
2 - Average
1 - Poor

CATEGORY I - ADMINISTRATIVE OFFICES

[illegible]

[illegible]