
L-HR-L-08-97

MEMO

TO : PDEX02 Team

FROM : Human Resource Department

DATE : 19-May-2025

SUBJECT : **CABIN CLEANLINESS AND WORKSPACE TIDINESS**

Please be reminded that maintaining a clean and organized cabin is a shared responsibility. A tidy workspace not only reflects our professionalism but also promotes a more efficient and pleasant working environment.

We kindly ask everyone to observe the following housekeeping practices at all times:

1. Clean Your Table Daily

- Remove any trash, food containers, or used tissues from your workspace.
- Wipe down your table surfaces regularly to keep them clean.

2. Tidy Up Documents

- Keep all documents properly filed and stored.
- Avoid leaving papers and folders strewn across the table and printer or common area.

3. Cable Management

- Organize and secure all cables and chargers to avoid tangling or creating hazards.
- Use cable clips or trays where available and avoid leaving loose cables on the floor or table.

4. Empty the Dustbin

- Please ensure shared dustbin is emptied daily, especially if it contains food waste.
- Do not leave overflowing bins unattended.

5. Shared Areas

- If you use shared equipment (such as paper cutter or laminating machine), please return to the original place after use.
- Leave the space ready and tidy for the next person.

LUFTER Sdn Bhd



Design, Construct, Commission & Validate Clean & Containment Room (DCCV)
Head Office: C-5-05, Capital 3, Oasis Square, No.2, Jalan PJU 1A/7A, Ara Damansara
47301 Petaling Jaya, Selangor.
Phone: 03-7859 6218 Fax: 03-7859 6219 Email: simonloh@lufter.com.my

(Company No: 781640-T)

Let's all continue to play our part in keeping our cabin neat, organized, and professional. Your cooperation is greatly appreciated.

Thank you.

Best Regards,



Noor Eliana Binti Suhaimi

Senior Executive – HR & Admin