

MEMO

To: All Staff & Professional Staff

From: Ryan Sears, Director, Capital & Facility Services

Date: April 24, 2026

RE: Reminder: Safe Flushing

This memo serves as reminder that only toilet tissue is to be flushed in Hospital toilets. No materials, including but not limited to paper towels, wipes (even those labeled as "flushable") gloves, hygiene products, or other items, are to be disposed of through the Hospital's sewer system.

Recently, we experienced a Code Grey – Alert for Drainage Loss due to a sewer line backup. This incident was quickly resolved, but subsequent investigation determined that improper items flushed into the system were the primary contributing factor.

To protect our patients, maintain a safe environment, and avoid future disruptions, please ensure you are following proper disposal procedures. Appropriate trash and biohazard receptacles are available throughout the facility. If you require additional receptacles, please reach out to your direct Manager/Supervisor or Housekeeping.

Please note that the Hospital procedure for an unplanned partial or full loss of domestic water or drainage access is Code Grey – Water or Drainage (EMER-10B-5). This policy must be included in your departmental emergency code binders.

Thank you,

Ryan Sears
Director, Capital & Facility Services