

## **BREAK ROOM/BOARD BREAKROOM GUIDELINES**

Keeping the break room and board room kitchen clean and presentable is a team effort and is everyone's responsibility. Some housekeeping duties that require regular maintenance are not covered by the janitorial staff, therefore, a rotating schedule and guidelines has been developed to manage these duties. In this way, we all share the responsibility.

### **EVERYONE:**

1. Clean own coffee cups, plates, silverware, etc.
2. Cover food when using microwave.
3. Clean up food & dishes from meetings by end of day. Leftover food stored in the refrigerator needs to be labeled if it is available to staff and disposed of within 3 days.
4. Keep break table cleaned up.
5. Wipe up spills.
6. Remove items from refrigerator that are left over from personal lunches or meetings, on a weekly basis.

### **TEAM ASSIGNMENTS (2 individuals are assigned to cover each month):**

The team has an overall responsibility to monitor the break room and board room kitchen. If food and dishes from meetings are not taken care of, the team has a choice of following up with the appropriate individual or cleaning it up themselves.

The team also has specific responsibilities that can be divided in whatever fashion works for the team. All responsibilities must be covered even if a substitute's help needs to be enlisted.

### **Weekly**

1. Remind staff (1) to remove from refrigerator old lunches and food left over from meetings and, (2) that any items not taken care of by Friday at 5:00 p.m. will be disposed of, even food stored in permanent storage containers (i.e., Tupperware).
2. Wipe counters, sink (with cleanser), table, microwave and coffee makers.
3. Dispose of out-dated newspapers and periodicals.

### **Monthly**

1. Wipe inside/outside refrigerator, freezer compartment and microwave.
2. Wipe shelf under sink.
3. Wipe front of cupboards.

## **MAIL ROOM GUIDELINES**

### **Weekly**

1. Straighten up
2. Wipe off/dust countertops
3. Recycle accumulating stacks of unclaimed print outs/paper
4. Remind recipients of unclaimed packages/deliveries