

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.3
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TITLE: Office Procedures: N52-496	Approved: Title: <i>Louis DiBerardinis</i> <hr/> Director, EHS
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KITCHEN PROCEDURES

- ❑ Clean any spilled food, coffee grounds, liquids, etc. from the counters, table, refrigerators, and microwaves before you leave the kitchen. It is your responsibility to pick up after yourself.
- ❑ Do not leave dirty dishes or cups in the sink. If you have dirty dishes, wash them with the materials provided. It is disrespectful to your co-workers to leave a mess in the community kitchen.
- ❑ Label your food & beverages before you store them in the refrigerator. A marker and tape are located on the shelf next to the refrigerator. **Any item not labeled is considered available for anyone or may be thrown out. If you have items you want to make available to everyone, leave a note for all to see.**
- ❑ The refrigerators will be cleaned out on the **last Friday of every month**. Please make sure your belongings are clearly labeled. Any item not labeled will be thrown out, regardless of container. However, don't wait for the monthly clean out; review your belongings regularly and throw out when out of date or you no longer need.
- ❑ Unplug the coffee machine if you take the last cup after 5:00 PM, rinse the coffee pot, and throw out the used coffee grounds in the machine. It is the responsibility of everyone who uses the coffee machines to make sure that the equipment is clean and well maintained.
- ❑ Note there is a staff "Coffee Club" and those materials belong to the club. If you'd like to join, see Lou.

CONFERENCE ROOM PROCEDURES

- ❑ Only administrative assistants are able to reserve conference rooms. Please check with one of the Administrative Assistants ahead of time to reserve your space. If someone else has reserved a conference room for a time you are requesting, no liberties can be taken- you will not be able to delete their reservation in favor of your own. If the party in question is willing to change their reservation, you must provide written confirmation of this fact, and include all pertinent information and the signatures of both parties.

Administrative Assistants who can reserve conference rooms:

- Receptionist: x2-3477
- BSP: x3-1740
- RPP: x3-2180
- EHS-MS: x2-3233

- ❑ Please do not rely on the administrative assistants to rearrange the conference room furniture to suit your needs. If you require any particular layout, you are responsible for rearranging the furniture as well as returning the room to the configuration in which you found it.
- ❑ Please do not leave extra publications or collateral materials lying around in the conference rooms. Take all extra copies of your materials with you when you leave, and make sure that all drink cups and bottles are disposed of properly. It is only fair to your colleagues to leave the rooms in the condition in which you found them.

SUPPLY ROOM

- ❑ If you take supplies from the supply room and notice that the stock is low, please notify the EH&S receptionist. It is important to keep the supply room organized so that everyone can find what he/she is looking for. If you have an order to be placed with Office Depot, please place the order at least four days before you will actually need it. This will allow time for the materials to arrive, and will ensure that you get what you want by the time you need it.

COMMUNITY WORK SPACE

- ❑ As the office is structured around a lot of open space, it is important to remember that people may be working while you are on a break or at lunch. Please be respectful of your colleagues, and keep your voice down while you are visiting with your neighbor. Also, if you are discussing a subject at some length, you may want to consider reserving one of the conference rooms so that your discussion does not disturb those around you who are working. Be considerate to your neighbors and they will be considerate to you.

ISSUE RESOLUTIONS

- ❑ If you have any concerns or issues that are sensitive, please see Lou, Nadia or Joe Pinciario (Ombudsperson for EHS).