

## ***Breakroom Guidelines***

### **UC Merced Downtown Campus Center**

- (1) Post written guidelines – “Respectful use of the Breakroom”. Guidelines will be posted on our website and shared in the DCC newsletter. These materials should be shared with staff before the move-in and promoted by supervisors and other on-boarding staff to create a culture where they are followed. A draft document is provided on [page 2](#).
- (2) Post signage in breakrooms that remind staff about respectful use – these should be brief messages that are laminated (e.g., kitchen haikus on fridge, microwave, above sink, etc.). Draft haikus are posted [here](#), but alternatives could be proposed.
- (3) The Building Operations Committee will manage and maintain respectful use of the breakrooms. The Committee would have the following responsibilities:
  - a. Manage a breakroom cleaning schedule – Develop a volunteer based cleaning schedule (though if not enough volunteer or not everyone takes their turn this may become assigned) and strategy. Determine a way for volunteers to sign up, a way to post the cleaning schedule publicly, and a way to notify cleaners when it is their turn. Develop a plan for sharing information with cleaners about their responsibilities – a draft document “Breakroom Cleaner Responsibilities” is provided on [page 3](#).
  - b. Maintain breakroom signage (e.g., haikus, cleaning schedule).
  - c. Determine a way for floor staff to share concerns or offer suggestions for breakroom improvement (e.g., email account, webform, suggestions box, etc.) and consider how to address concerns/suggestions offered to promote staff engagement and continuous improvement. When needed, take comments/suggestions to Governance Board.

## Respectful use of the Breakroom

This breakroom is shared by all staff members who work on this floor, and maintenance is a shared responsibility. Cleaning supplies, dishes/utensils, and other supplies (e.g., salt, pepper) are provided to all users. Please follow the guidelines below to help ensure that everyone who wants to use this space can do so comfortably and in a way that meets their needs.

### Always clean up after yourself promptly

- It is always your responsibility to clean up after yourself. Please do not leave clean up to others.
- Do not leave **dishes** in the sink. Wash dirty dishes and put them away.
- If your food spills or splatters while using the **microwave**, clean up your mess.
- If you get food or crumbs on the **counter or breakroom tables**, wipe the surface down.

### Use respectful refrigerator etiquette

- Label everything you put into the refrigerator with your name and the date - including condiments. **Unlabeled, expired, and spoiled food, including condiments, are fair game for disposal** – Tupperware and all.
- Remove items you put in the refrigerator but don't plan to eat.
- Do not use the refrigerator for long term storage.

### Make sure shared supplies are available to all

- Do not keep dishes, silverware, and other shared breakroom supplies at your desk.

### Be thoughtful about the amount of space you use

- Do not put large objects in the refrigerator or on breakroom counters (e.g., grocery bags, coolers, large lunchboxes, etc.).
- Avoid excessive storage in the refrigerator (e.g., large dressing bottles, 12 packs of soda, etc.).

### Do not leave behind food/supplies you brought to share or for an event

- If you stored food in the refrigerator for an event, remove the food when your event is over.
- If you brought in a snack to share with colleagues, discard leftovers at the end of the day.

### Use dishwasher for events only

- The dishwasher should only be used for events (e.g., parties), not day-to-day use. If you use the dishwasher, please run it and put away the dishes.

### **Breakroom Cleaner Responsibilities**

Thanks so much for helping to maintain the breakroom! Because individuals are responsible for cleaning up after themselves, your responsibilities should be minimal and are listed below.

TBD by Building Operations Committee: Cleaning should occur weekly. Volunteer period lasts for 1 month.

- Throw out unlabeled, expired, or spoiled food in the fridge – including condiments and Tupperware if necessary.
- Wipe down microwave, counters, and tables.
- Put away stray dishes/silverware or other supplies.
- Alert the Breakroom Committee of any ongoing issues/concerns.

Optional tasks TBD by Building Operations Committee:

- Alert the Executive Support team or ACT if dishes/silverware or other supplies (paper towels, sponges, soap, etc.) are running low and need to be ordered.
- Send an email to or post a sign for floor staff that alerts them on cleaning days so they know to remove anything they don't want thrown away.