KEEPING OUR LAB CLEAN

KITCHEN
Counters, Tables, Dishwasher and Sink (this is NOT a garbage disposal unit)
- Do not leave dishes, discarded food or crumbs, empty containers or used tissues/paper towels/napkins on the counters or tables.
- Do not leave scrap paper or pens etc. on the tables.
- Do not leave crumbs or spills on the tables and counters. Wipe the area clean. There are paper towels and cleaning supplies in the lower cabinet near the refrigerator. This includes spillage on the front of the cabinet doors.
- If you take the last paper towel, napkin etc. throw out the bag, box or roll do not leave it on the tables or counters.
- Dirty dishes should be put into the dishwasher not in the sink. The drain board is meant for items that cannot be put into the dishwasher.
- If the plastic ware does state that it is dishwasher safe then **DO NOT** put it in the dishwasher.
- Do not leave dirty dishes in the sink. If the dishwasher is full and running then wash, dry and put the dish(es) away.
- Do not leave tea leaves or any food in the sink. Wipe it out with a paper towel after rinsing the dish.
- Scrape your dish into the trash container before rinsing then putting it into the dishwasher.
- When you put a dishes/flatware/mug into the dishwasher and notice that the machine is full of dirty dishes/flatware/mugs then add the dishwasher cleaning liquid and start the machine.
- Do not overload the dishwasher and place them in the machine properly. Mugs put on their side or open side up will not get clean.
- When you put dishes/flatware/mugs into the dishwasher and notice that the machine is full of clean dishes then put away the clean dishes/flatware/mugs then put you dirty dishes into the machine.

Microwave
- Please be sure the food item or container is microwaveable.
- If your food splatters, then make sure you clean it up immediately.
Refrigerator/freezer
- Do not leave food/drink in the refrigerator for more than a week. Anything left in there longer, it will be thrown out container and all.
- Make sure your food/drink is properly stored so that odors will not permeated the refrigerator.
- It would be wise to mark your name on your container.
- If you take the last few ice cubes, be sure to refill the tray.

Coffee machine
- If you see any messages flashing indicating that the water tank needs to be refilled, the grounds removed, coffee beans compartment empty etc., then take care of it before using the machine.
- If the machine is dirty, wipe it with a damp paper towel or sponge.
- If coffee beans, half &half creamer and sugar are low, please notify Jacky Carley.
- Coffee beans are kept in the freezer.
- Cleaning supplies for the coffee machine are located next to the machine.

SNACKS/SODA
- Snacks and soda are for purchase. Containers to put your payment are located near the snack bowls/basket and on the top shelf in the small refrigerator.
- Payment must be U.S. currency only.
- Here are the price list:
  - Chips, pretzels, nachos etc. are 50 cents per bag
  - Cookies are 25 cents per cookie
  - Soda is 50 cents per can

Please note: Sometimes people will bring in food or drink to share or there may be leftover food/drink from an event left on the table or in the refrigerator. Usually an email will be sent to the lab or a note left on the table indicating the food/drink is for sharing.
WATER COOLER
- If the water bottle is empty, replace it. If you are unable to do it yourself, then ask someone to assist you.
- If notice that the blue drip tray is dirty, please remove and clean it.
- Plastic cups available and are located in the top right-side cabinet.

CABINETS
- Cleaning supplies are kept in the lower right-side cabinet
- Paper towels are kept in the lower right-side cabinet
- Coffee mugs and pitchers are located in top middle cabinet.
- A supply of tea, sugar and honey are located in the upper right-side cabinets.
- Dishes, plastic cups and salt/pepper shakers are located in upper left-side cabinets.
- Flatware and other utensils are located in the left-side drawer.
- Napkins are kept in the lower left-side cabinet.
- Plastic storage containers, foil and plastic food storage bags are located in the lower left-side cabinet.

OFFICES
- Do not leave dirty dishes/flatware/mugs in your work space.
- Do not leave unwrapped food or drink in your works space.
- Please throw unwanted food and drink into the trash container.

CONFERENCE ROOMS
- Do not leave dirty dishes, discarded food or crumbs, empty containers, used napkins/paper towels/napkins on the tables.
- Bring the dirty dishes and put them in the dishwasher.
- If you change the room layout of the tables and chairs, be sure to return them to the original layout before your event or meeting is over.
RESTROOMS

- Do not rinse your dishes or mugs in the sinks.
- Do not put food or paper towels in the toilets.
- Sinks on the 2nd floor have been replaced recently. They are all manual. Be sure to shut them off before leaving the room.

These are not the duties of the janitor nor mine. It is everyone’s responsibility to keep the lab clean and tidy.

Thank you for your cooperation!