



|                         |           |
|-------------------------|-----------|
| <b>Date Created:</b>    | 5.26.2010 |
| <b>Category:</b>        | Building  |
| <b>Revised:</b>         |           |
| <b>Approved by COO:</b> | 9.15.2010 |

**Subject:** Break Room/Kitchen Etiquette

Page 1 of 1

**Purpose:** To ensure that all UPI employees understand the guidelines and etiquette of the Break Room/Kitchen areas.

**Guidelines:** The Break Room/Kitchen area are for everyone's use except for the Front Range Servery Room which is used for meetings only. Employees using the Break Room/Kitchen areas should follow these guidelines .

- Please be respectful to employees working nearby, keep noise to a minimum.
- Please clean up after yourself and don't leave dirty dishes in the sink or counter area.
- If you use the last of the coffee, please make another pot or turn off machine so that the coffee pot(s) do not burn and/or break.
- Use of microwave is for all UPI employees. Please be considerate of others before cooking something that might have a strong odor.
- Due to potential fire hazards, no personal microwaves or other small appliances such as coffee pots, toasters, or blenders are permitted.
- Garbage Disposal Usage  
Coffee grounds and other food scraps will clog drain pipes. Please help prevent clogged drain pipes by:
  - 1) Scraping food from the containers into the trash
  - 2) Rinse container on the garbage disposal side
  - 3) Keep water running for a minute after the grinding noise stops
- Refrigerator
  - Due to limited space, please bring lunch for the day and not for the entire week
  - Please avoid large containers such as gallon containers
  - Please restrict condiments to small containers with your name and date on the container

**Mandatory:** The refrigerators will be cleaned out every Friday at 3:00pm. All users will participate in cleaning.

**Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:** Property Manager is responsible for adoption and/or implementation of this policy.