Facilities Management Procedure
Weber State University
Procedure Number: O05
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Break Room Procedure

**Description:** To provide a clean, comfortable, safe shared space in which to store and prepare staff meals and refreshments.

**References:** Facilities Management Values

**Definitions:** N/A

**Responsible Party:** Personnel Services Supervisor
Procedure:

Break Room

- The break room is a shared space. Please show respect for fellow employees and department property when using the break room.
- If items are placed in the break room to be shared, ensure you are using safe food handling procedures. For example, perishable food should not be left at room temperature for more than 2 hours (which includes the original time it was set out for serving).
- Rather than leaving perishable foods on the break room counter, the food can be refrigerated and a note left in plain sight. The note could say: “Help yourself to the … in the refrigerator.”
- If you spill something in the break room, clean it up immediately. Cleaning fluid and paper towels are located in the break room for staff use.

Refrigerator

- The break room refrigerator is meant to be used as a place to store meals and refreshments for employee’s personal use or for meetings.
- Only items meant for human consumption (including medications) should be stored in the break room refrigerator.
- At the end of each week the refrigerator should be empty of all staff meals.
- All items stored in the refrigerator should be labeled clearly with a name and date. A marker and labels will be located near the refrigerator.
- Any item meant to be shared should be dated and labeled “For Staff.” Place a dated note on the refrigerator or counter stating, “Help yourself to …”
- Any item in the refrigerator without a label will be subject to being discarded.
- Any item in the refrigerator longer than one week from the labeled date will be subject to being discarded.
- If you spill something in the refrigerator, clean it up immediately. Cleaning fluid and paper towels are located in break room for staff use.

Microwave

- Unless specified in cooking instructions, cover all items while cooking. Paper towels are provided in the break room to cover items.
- Do not leave items unattended.
- Do not interrupt the cooking of other people’s food.
- If you spill something in the microwave, clean it up immediately. Cleaning fluid and paper towels are located in the break room for staff use.
Coffee Machine (located in FM building)

- The Energy and Sustainability office has volunteered to maintain this machine.
- If you spill on the coffee machine, clean it up immediately. Cleaning fluid and paper towels are located in the break room for staff use.

Cleaning Schedule

- All building occupants are expected to participate in cleaning shared space.
- Volunteer cleaning schedule will be posted on the refrigerator in the break room.