

Kitchen and Social Space Management Policy

December 2021

Date of next review December 2022

V1

Scope

This policy seeks to provide guidance on the usage of kitchens and social spaces within the following buildings, historically referred to as MECD.

- Engineering Building A
- Engineering Building B
- Oddfellows Hall
- York Street Building

General principles

Users of the kitchens will be provided with;

- Cutlery set
- Washing up liquid
- Sponges
- Dishwasher tablets
- Drying rack
- Paper towel
- Mugs for use when hosting visitors

Users of the kitchens are expected to provide;

- Mug for personal use
- Crockery
- Tea and coffee
- Milk

It is suggested that users of the kitchen create a charter that agrees how maintenance of the kitchen is shared. Ideas could include;

- Shared agreements on cleaning
- Shared kitty for the purchase of tea, coffee and milk

Users of the kitchens and social spaces are kindly requested to;

- Keep personal items such as mugs and plates in individual lockers
- Keep kitchen equipment clean, wiping up any spillages after use
- Report any breakages or problems as soon as possible
- Be respectful and considerate of other users of the space

Failure to maintain the kitchens and social spaces will unfortunately result in the removal of these facilities.