

Kitchen and Social Space Management Policy V2 – January 2023

Date of next review: December 2024

Scope

This policy seeks to provide guidance on the usage of kitchens and social spaces within the following buildings:

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

General principles

Each kitchenette will be provided with the following:

- Cutlery
- Washing up liquid
- Sponges
- Dishwasher tablets
- Paper towels
- Mugs for use when hosting visitors

For washing up liquid, sponges, dishwasher tablets and paper towels, these will be regularly replenished by members of the Service Delivery Team. If colleagues find any of these have run out, please reach out via TEAM@manchester.ac.uk, detailing the location of the kitchenette (e.g. Floor Six, Core 1) and what is required.

Users of the kitchenettes are expected to provide;

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

Day to day maintenance of kitchenettes is the responsibility of anybody using these facilities. This includes but isn't limited to ensuring:

- areas are cleaned after use and any spillages are wiped up;
- any shared items used (e.g. cutlery, mugs) is cleaned and returned after use;
- any unwanted food or drink is removed from communal areas by its owner;
- users are respectful of others using the space.

If something is broken or there's a problem with any of these facilities, please get in touch with our Service Delivery Team at TEAM@manchester.ac.uk