

# Group Room User's Manual

Updated: 1/29/2016

## **I. Introduction**

The Sarpong Group Room (855 Latimer Hall) comes fully equipped with a variety of instruments available for your use twenty-four hours a day. These include a microwave heating device, a toasting apparatus, a coffee machine, and a combination refrigerating-freezing unit. There are also two computers and two printers available, but their use will not be covered in this manual. See Kyle for any questions on the group room computers or printers.

## **II. General Cleanliness**

The group room belongs to all group members, and as such it is everyone's responsibility to keep it clean. The best way to do this is to simply clean up after yourself every time you use the group room. If you spill something or make a mess, whether it's on the floor, on the table, or in the sink, refrigerator, freezer, microwave, or toaster oven, clean it up. If you make coffee, drink or dispose of it in a reasonable time frame and clean out the coffee pot when you are done. If you have any trash, dispose of it in the proper receptacle. If your garbage is particularly smelly, take it out to the large trash can near the freight elevator to avoid stinking up the entire room. If you print something, please fetch it in a timely manner. Papers that build up in the printer will be discarded or used as scrap paper.

## **III. The Refrigerator**

The refrigerator is the most-used and most-abused item in the group room. Anything that goes into the refrigerator or freezer must be labeled with your initials and the date. Once a month, the refrigerator will be gone through and any unlabeled, spoiled, or questionable items will be thrown away. Note that this does not excuse you from cleaning up after yourself; it is just a safeguard to manage the space efficiently and prevent any mold or smell build-ups.

## **IV. Personal storage**

There are two shelves in the group room set aside for personal food and item storage. If you would like your own space on the shelves, talk to Shota. Feel free to store any personal food items in your area of the shelf—plates, cups, coffee, bread, cans, etc. It is your responsibility to keep your area clean and discard of any food that goes bad. Anything in these areas is considered personal property, and should not be used by anyone else without permission.