

## **GRADUATE OFFICE RULES**

- The graduate office rooms are for exclusive use of the SOCS graduate students assigned to those rooms. Please do not share your access card with anyone.
- Do not prop the door open.
- Mobile devices should be kept on silent or vibrate mode when working in the office. Please use headphones when listening to music.
- No game playing within the offices.
- Long conversations should take place outside the office, so as not to disturb or distract others.
- No hot food is to be consumed within the graduate rooms. There is a graduate lunch room, please use it. Drinks and snacks can be consumed, but please keep the offices clean.
- Cooking equipment of any sort (fridges, microwaves, kettles etc.) is not permitted inside the graduate offices - please use the graduate lunch room.

# GRADUATE STUDENT LUNCH ROOM RULES

- **Clean up after yourself** - Do not expect anyone else to clean up after you.
- **Don't eat someone else's food from the lunch room refrigerator** - It may look delicious, but it isn't yours.
- **Label your food!** - Contrary to popular belief, the food in the communal refrigerator is not fair game. If you do not want someone to drink your soft drink or eat your lunch, make sure you mark it as yours.
- **Dispose of any expired food that you have not eaten** - No one likes to see rotting fruit, yogurt, or casserole in their fridge.
- **If you are using the microwave, make sure you take your food out as soon as the session is complete.**
- **Leave the seafood and smelly food at home** - Leftover fish, especially oily fish, becomes rather pungent and "fishy-smelling" once reheated. That smell will permeate the walls, travel down hallways and hang out for hours. Be sensitive to others and leave it home.
- **Popcorn** - If you microwave popcorn, stay with the bag at all times, listen to it, when the popping slows down, stop the microwave. stand by the microwave and watch it - do not allow it to burn. The smell of burnt popcorn can linger for hours.
- **Do your dishes** - No one likes to see dirty dishes accumulate in the sink.
- **The microwave and fridge don't clean themselves** - The microwave gets food hot, fast, but it does not automatically clean itself after each use. Be sure to wipe down the inside and the handle if it gets splattered or greasy.
- **Recycle.**

# STAFF & FACULTY LUNCH ROOM RULES

**This lunch room is for staff, faculty and guests only.**

- **Clean up after yourself** - Do not expect anyone else to clean up after you.
- **Don't eat someone else's food from the lunch room refrigerator** - It may look delicious, but it isn't yours.
- **Label your food!** - Contrary to popular belief, the food in the communal refrigerator is not fair game. If you do not want someone to drink your soft drink or eat your lunch, make sure you mark it as yours.
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- **Recycle.**