

<p style="text-align: center;">Graduate Student Community Kitchen/Break Room Policy</p>
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Brief Description: This kitchen/break room is provided as a benefit to the Graduate Student Community.

Policy Contact: building@library.gatech.edu

Applies to: Graduate Students

I. Responsibility

- *Graduate Students* are responsible for ensuring that everyone using this break room complies with the procedures set forth in this policy
- The Library is not responsible for the loss or damage of items in the break room

II. Policy

- The Graduate Student Community Break Room is provided for *Graduate Student* use only
- Alcoholic beverages are not permitted
- Additional cooking equipment with heating elements are not permitted – this includes, but is not limited to, hot plates, electric kettles, coffee machines, crockpots, instant pots, or other devices
- Be considerate of fellow students and use care with greasy, sticky, or crumbling foods, and food that has a strong odor
- The Library does not provide supplies such as cups, containers, paper goods, tea, or coffee
- You are responsible for cleaning spills on tables, countertops, or microwave – additional cleaning supplies are available from the Library Store
- Please wash all dirty dishes – do not leave dishes or food in the sink or sink drain
- Throw away or recycle any wrappers, containers, etc. that you do not want
- Report major uncleanliness to the Library Store
- Please wipe out the microwave after each use
- When using the microwave, cover food, as certain foods will explode from overheating
- Do not use metal bowls or utensils in the microwave
- Check foods frequently, as foods heat differently
- Do not use the microwave to thaw meat
- Refrigerate all perishables
- Items in the refrigerator should be labeled with your initials & date – unlabeled food may be thrown out
- Please do not leave items in the refrigerator for more than 24 hours – items left longer may be thrown out
- Any unused items that you do not wish to keep should be thrown away
- At the end of each semester, after finals, there will be a thorough cleaning of the microwave and refrigerator