

MICROWAVE/FRIDGE CLEANING SCHEDULE 2009-2010

Cleaning must be completed and logsheet signed by Friday afternoon during the week of your club assignment. Signing the sheet will verify that your club has completed its obligation and ensure the club is not penalized. Please refer to the cleaning guidelines that follow.

WEEK OF:	RESPONSIBLE CLUB:
Sept 7 th	Avian Club
Sept 14 th	Christian Veterinary Mission
Sept 21 st	Companion Animal Medicine
Sept 28 th	Equine Club
Oct 5 th	Public and Global Health
Oct 12 th	Integrative Vet Med Club
Oct 19 th	Lab Animal Med Club
Oct 26 th	SAVE Club
Nov 2 nd	SVECCS
Nov 9 th	Animal Behavior Club
Nov 16 th	RAVS Club
Nov 23 rd	Shelter Animal Medicine Club
Nov 30 th	Bovine/Production Medicine Club
Dec 7 th	WEZAM Club
<i>Dec 24th – Jan 18th</i>	<i>Cleaned by a hired student TBD</i>
Jan 18 th	International Pain Manag.
Jan 25 th	Feline Club
Feb 1 st	Pathology Club
Feb 8 th	Veterinary Ethics Club
Feb 15 th	VOICE
Feb 22 rd	GSVA
March 1 st	Companion Animal Medicine
March 15 th	Public and Global Health
March 22 nd	WEZAM
March 29 th	Christian Veterinary Mission
April 5 th	SVECCS
April 12 th	Production Medicine Group
April 19 th	RAVS Club
April 26 th	Shelter Animal Medicine Club
<i>May - August</i>	<i>Cleaned by a hired student TBD</i>

REFRIDGERATOR AND MICROWAVE CLEANING DUTIES

SVM students, staff, and faculty have access to five refrigerators and nine microwaves located on the second floor of the SVM. SCAVMA takes responsibility for the upkeep and maintenance of these appliances and relies on SCAVMA Recognized Clubs for monthly cleanings during the school year. **Clubs will be responsible for cleaning refrigerators and microwaves as part of their obligations to SCAVMA in order to receive SCAVMA Educational Funds.**

The following are guidelines for refrigerator and microwave cleaning duties:

1. One club will be responsible for cleaning each week. (Refrigerators and microwaves are labeled with letters and numbers in case you need to report a problem about a specific machine.)
2. Refrigerators and microwaves must be cleaned by the **Friday at the end of the assigned week**. On Monday morning, a SCAVMA officer will check all refrigerators and microwaves to make sure clubs have fulfilled this obligation.
3. SCAVMA will provide cleaning supplies. Once the appliances have been cleaned, the club should complete a log sheet, signed and dated by the student responsible for overseeing the cleaning. **Log sheets should be placed in the SCAVMA's inbox after all assigned appliances are cleaned.** The reason for the log sheets is to protect clubs from receiving undue penalties. For example, if club members clean their microwaves on Friday afternoon and a student makes a mess on Saturday afternoon without cleaning it up, the club will not be penalized when the SCAVMA officer checks the microwaves on Monday morning.
4. Signs will be posted on all microwaves and refrigerators to inform students, staff, and faculty when monthly cleaning will occur so that food items, lunch bags, and utensils can be removed.
5. How microwaves should be cleaned. Remove rotating trays from inside the microwave and wash in the sink. Remove any trash/paper towels. Spray the inside of the microwave with cleaner and wipe down all surfaces. Also wipe down the outside of the microwave door. Replace rotating tray once you have cleaned and wiped it.
6. How refrigerators should be cleaned. Remove all food items and food storage items from the refrigerator. Spray down the interior of the refrigerator with surface cleaner and wipe down all surfaces. Please clean shelves and drawers. Replace unspoiled food items and containers. Use your judgment and toss out spoiled and rotten food and any other trash.
7. Clubs need NOT defrost freezers – just straighten them out when you clean.
8. During winter and spring breaks, and the months of May, June, July, and August, SCAVMA will hire a student to clean the refrigerators and microwaves once per month. This student will defrost and clean the freezers once in January and again in August.
9. **What happens if a club does not fulfill their cleaning duties for the month?** Penalties will be applied in the same manner as for VMSS staffing obligations. This means that the club will lose a percentage of their funding for each time an obligation to SCAVMA is not fulfilled, as described in the SCAVMA constitution and by-laws (i.e., first infraction = 10% loss of total funds allotted for the year, second infraction = 30% loss of funds, third infraction = 60% loss of funds.)

VMSS STAFFING SCHEDULE

Please return the sign-up sheets to Heidi Holley (the VMSS Manager) by the Thursday (at the latest) before your club runs the school store. These can be placed in the SCAVMA Inbox on the office door. Remind your volunteers that they need to meet the Store Manager at the school store at 11:55am. Thank you.

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