

## MICROWAVE/FRIDGE CLEANING SCHEDULE 2011-2012

Cleaning must be completed and log sheet signed **by Sunday 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. When signing the sheet, you must put the date and time it was completed. Please refer to the cleaning guidelines that follow.

<b>WEEK OF:</b>	<b>RESPONSIBLE CLUB:</b>
Sept 5 <sup>th</sup>	Animal Behavior Club
Sept 12 <sup>th</sup>	Avian Club
Sept 19 <sup>th</sup>	Production Medicine Club (Bovine)
Sept 26 <sup>th</sup>	Christian Veterinary Mission (CVMF)
Oct 3 <sup>rd</sup>	Companion Animal Club
Oct 10 <sup>th</sup>	Equine Club
Oct 17 <sup>th</sup>	Feline Club
Oct 24 <sup>th</sup>	GSVA
Oct 31 <sup>st</sup>	Integrative Vet Med Club
Nov 7 <sup>th</sup>	Pain Management Club
Nov 14 <sup>th</sup>	Lab Animal Medicine Club
Nov 21 <sup>st</sup>	Pathology Club
Nov 28 <sup>th</sup>	Shelter Animal Medicine Club
Dec 5 <sup>th</sup>	SVECCS
Dec 12 <sup>th</sup>	WEZAM
<b><i>Dec 19<sup>th</sup>– Jan 22<sup>nd</sup> (Winter Break)</i></b>	<b><i>Cleaned by a hired student</i></b>
Jan 23 <sup>rd</sup>	P.I.G. Club
Jan 30 <sup>th</sup>	Small Ruminant Club
Feb 6 <sup>th</sup>	SAVE Club
Feb 13 <sup>th</sup>	SVECCS
Feb 20 <sup>th</sup>	VBMA
Feb 27 <sup>th</sup>	VMOO
March 5 <sup>th</sup>	VOICE
<b><i>March 12<sup>th</sup> – 18<sup>th</sup></i></b>	<b><i>Spring Break</i></b>
March 19 <sup>th</sup>	WEZAM
March 26 <sup>th</sup>	Production Medicine Club (Bovine)
April 2 <sup>nd</sup>	Equine Club
April 9 <sup>th</sup>	Animal Behavior Club
April 16 <sup>th</sup>	Shelter Animal Medicine Club
April 23 <sup>rd</sup>	Public and Global Health Club
April 30 <sup>th</sup>	RAVS Club
<b><i>May - August (Summer Break)</i></b>	<b><i>Cleaned by a hired student</i></b>

## **REFRIGERATOR AND MICROWAVE CLEANING DUTIES**

SVM students, staff, and faculty have access to seven 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 Clubs for weekly cleaning 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. SCAVMA will provide cleaning supplies. Refrigerators and microwaves are to be 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 **Sunday 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. If the club plans on cleaning before the weekend, please **do not do so within 4 days of the previous club**. Refer to the cleaning log to see how recently the appliances have been cleaned.
4. Once the appliances have been cleaned, a representative from the club should **sign, date, and mark the time on the log sheet** posted on the door of the large refrigerator. If cleaning is satisfactory, the SCAVMA officer will sign the log sheet in the SCAVMA-only column to approve that the club has completed the task.
5. 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.
6. **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.
7. **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.

8. Clubs need NOT defrost freezers—just straighten them out when you clean.

9. During winter and summer breaks, SCAVMA will hire a student to clean the refrigerators and microwaves. This student will defrost and clean the freezers once in January and again by August.

**10. What happens if a club does not fulfill their cleaning duties for the week?** 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 2011-2012

Please return the sign-up sheets to Nina Zitzer (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 or her mailbox. Remind your volunteers that they need to meet the VMSS Manager at the school store at 11:55 am. **Clubs will be responsible for staffing VMSS as part of their obligations to SCAVMA in order to receive SCAVMA Educational Funds.**

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