

University of Maryland Dental School

Food/Drink/Care Policy

Background

At the present time, the policy in the new Dental School is that food or drink is not permitted in any conference, seminar, lecture, auditorium or clinical areas (reception space). This includes coffee, water, etc. These restrictions are designed to maintain the cleanliness of the rooms and to protect the upholstery and carpeting from stains and damage. This will also insure that the rooms are clean for those who follow.

Dean Stohler has asked the Internal Affairs Committee (IAC) to review the existing policy regarding food and drink and to suggest recommendations or change, if appropriate. To obtain input, the IAC requested comments from faculty, staff and students. Many thoughtful suggestions were received. These ranged from maintaining very restrictive policies to implementing new very relaxed options. There was support for purchasing tables, chairs and adequate numbers of appropriate trash receptacles which would be placed in and outside of the rooms, in designated hallways, and areas where food and drink would be consumed.

The IAC contacted other schools and facilities on the University campus to review their food and drink policies. In general, their rules are quite restrictive about where and when food and drink may be consumed and stress that it is the responsibility of people using designated areas to restore them to their original condition prior to leaving. Participants are informed about the rules and are monitored. Charges are assessed to the reserving department/division for any cleanup associated with failure to adhere to the food and drink policy. Problems with rooms are reported to the room scheduler.

When beverages are permitted at the other schools, they must be in spill-proof containers, however, food and drinks are not allowed in auditoriums, equipment areas, computer labs, or reading rooms. Snack foods and fruits may be consumed only in specific areas. Hot food and food requiring utensils is not permitted.

New Interim Policy

After reviewing the existing policy of the Dental School, programmatic needs, responses from faculty, staff and students and examining policies from other schools on the campus, the IAC has developed an interim policy with guidelines. The policy will be in effect for 60 days. At the end of this period, the Internal Affairs Committee will evaluate the policy. *The issues of long term maintenance and repair are critically important to the Dean and the Committee.*

To be successful, a new interim policy will require a cultural change and a common responsibility to keep the new building clean and in good order. We recognize that it is all but impossible to meet everyone's needs 100% of the time. However, we hope that we have been able to fashion a satisfactory compromise.

NEW INTERIM POLICY FOR FOOD AND DRINK

12:00 p.m. to 1:00 p.m. Lunch Time Policy

There will be an exception to the current food and drink policy for events that take place between 12:00 p.m. and 1:00 p.m. Lunch and learn seminars, lunch time clerkship and lunch time meetings are eligible for this exemption. Food and drink may be consumed during this time period in accordance with the newly adopted food and drink guidelines in the following conference rooms:

Conference Rooms	
<u>Room #</u>	<u>Capacity</u>
G305	28
G309	26
G313	26
1310	14
2310	14
5105	20
6316	8
7105	20
8105	24
9105	16
9106	16

Special Events Policy

Meetings, seminars or clerkships offered at times other than 12:00 p.m. to 1:00 p.m. time period are considered to be special events. Special event requests for food and drink will be approved on a case by case basis.

Cleanup Policy

A \$50 cleanup fee (\$100 if carpet/upholstery cleaning is required) will be assessed for those who request cleanup service or fail to return the room to its original condition. The cleanup fee may be waived under special circumstances, such as using an approved vendor who provides cleanup service. The department that reserves the room is responsible for insuring that the cleanup is satisfactory. Please report any unsatisfactory room conditions to a conference room scheduler immediately upon your arrival. This will insure that you are not inappropriately charged.

Food Policy in Common Areas

There are several areas where food and drink may be eaten at all times, such as the tile floor areas outside of the conference rooms, in and around the area of the Café and in the atrium lounges on floors 5,6,7, 8 and 9. Everyone is responsible for cleaning up and leaving the outer tile areas in good order.

Lecture, Auditorium or Clinic Spaces

No food or drink may be brought into any lecture, auditorium or any clinical space.

Creative Ideas

Comments from faculty, staff and students suggested a number of ways departments, divisions and groups can be creative about meetings in which food and drink are not needed or are provided. These include:

1. Think creatively about scheduling meetings at different times. For example, there is no clinic from 4:00 p.m. to 5:00 p.m. on Monday and Friday. Meetings could be scheduled at this time period instead of at noon. Or for morning meetings, schedule ½ hour early to accommodate coffee/donuts before the meetings in the tiled floor area.
2. Consider serving light refreshments outside of conference rooms, such as in the tile areas outside of the rooms. Donuts/drinks may be served in this area prior to a meeting instead of in the conference room during a meeting.

Scheduling Rooms

For non-academic purposes, contact:

Adrienne Rush arush@umaryland.edu – (#6-7461)
Amber Wade awade@umaryland.edu – (#6-7461)

For academic purposes, contact:

Teri Bowers tbowers@umaryland.edu – (#6-7461)

When calling to schedule a room please be prepared to provide the following information:

Number of people

Will food be served?

Who is the sponsor (faculty member) or department responsible **

**If a special event such as a lunch and learn is sponsored by an outside company, there still must be a faculty/department sponsor who will be responsible.