

# The University of Georgia College of Veterinary Medicine Cleaning Policy

## Veterinary Education Center – Event Cleaning Guidelines

If you are planning to host an event at the VEC on main campus, you are responsible for either scheduling Facilities Management Division (FMD) services through the University of Georgia in advance or self-cleaning after the event. All events/meetings will require either FMD or self-cleaning. For large events, FMD will be required.

### Scheduling FMD:

**FMD must be scheduled at least 10 days in advance of the event.** If you do not schedule FMD at least 10 days ahead of time **they may not be able to service the event, resulting in you being required to self-cleaning the event.** The cost for FMD is \$35.00/hour with a minimum of 3 hours. Chartstrings are required for scheduling FMD. **Please work with SAVMA to get the appropriate chartstring information to book an event with FMD**

Make sure to disclose to FMD your plans for the event. The hours that you will schedule FMD will be based on when you will be completely finished in the space. Please let them know what time you plan to enter/exit the space. If you have an event that runs into the next day for cleanup and/or moving furniture, you will need to schedule FMD to arrive **after** the space is completely cleared out and ready to be cleaned. If you do not have the space put back together, FMD will not be able to clean and will result in additional charges. Additionally, if you do not move the furniture back in place, FMD may end up moving the furniture, resulting in additional fees.

### What should I do to make sure FMD is ready to come in for cleaning?

- All furniture must be returned to the correct location prior to FMD coming in. This is the responsibility of the students hosting the event.
- If there is a spill or something that needs to be cleaned up during the event, you may access the janitorial closet (near the kitchenette) for supplies. There is a key in an envelope next to the door. Please make sure to return the key after use.
- Student hosting event should complete a final walkthrough of the entire space to make sure that all rooms used are left in functioning order (i.e. furniture returned, surfaces free of items, nothing out of the ordinary).
- We suggest you take photos before the event so you can show the state of the space before using it, as well as after the event to show the state of the space after use. This will help to clear up any discrepancies that may arise.

FMD Website: [https://fmd.uga.edu/departments/work\\_request\\_center/](https://fmd.uga.edu/departments/work_request_center/)

FMD Phone Number: 706-542-7456

## **Self-Cleaning:**

All events that do not have FMD scheduled will be self-cleaning events. In this case, the students or club hosting the event-are responsible for cleaning up after the event. This includes not only the room in which you are hosting the event, but also the bathrooms. When you schedule the event with CAAO ([kamirae.camp@uga.edu](mailto:kamirae.camp@uga.edu)), you will indicate that you plan to self-clean after the event. Kam will add the event information to a spreadsheet shared with FMD so that they can plan to roll out large red trashcans to be used during the event. If for any reason you cannot find the large red trashcans on the day of your event, you will use the standard side-by-side trashcans. ***You will still be responsible for emptying the trash.***

## **What does self-cleaning entail?**

- Taking out the trash and replacing bags from all trash cans. This includes trash from all trash cans used during the event, as well as the bathroom trash cans. (We suggest walking around the VEC to make sure that attendees from the event did not use a trashcan further away from the red trash cans).
  - **All trash must be taken to the dumpster for disposal (at the VMC loading dock and/or behind Large Animal)**
- Wiping down all surfaces used during the event. If needed, you can access the janitorial closet for supplies.
- If there is a spill, you will need to access the janitorial closet to use the cleaning supplies to clean this to the best of your abilities. You are not expected to vacuum/mop the space, but it should be as clean as possible. **We recommend hosting events with food in non-carpeted areas to avoid spills on carpets.**
- Walk through bathroom to make sure that toilet paper and paper towels are restocked. Plan with Laura Lopez ([lauralop@uga.edu](mailto:lauralop@uga.edu)) 10 days before the event to obtain the key and supplies needed for restock.
- Student hosting event should complete a final walk-through of the entire space to make sure that all rooms used are left in functioning order (i.e. furniture returned, surfaces free of items and clean, nothing out of the ordinary).
- We suggest you take photos before the event so you can show the state of the space before using it, as well as after the event to show the state of the space after use. This will help to clear up any discrepancies that may arise.

If you have further questions regarding reserving the space and cleaning requirements, please reach out to Kamirae Camp ([kamirae.camp@uga.edu](mailto:kamirae.camp@uga.edu)).

## College of Veterinary Medicine (main campus)– Event Cleaning Guidelines

Most events hosted by students and clubs at the College of Veterinary Medicine are either noon time lectures or evening lectures. Often food is served at these events. **The students or clubs hosting the event are responsible for cleaning up after the event.** If you are hosting a different type of event, please see the guidelines for scheduling Facilities Management Division (FMD) Services through the University of Georgia under the Cleaning Guidelines for the Veterinary Education Center on page 1 of this document.

### Self-Cleaning Policy for Lunch or Evening Events Serving Food at the CVM

For noon and evening events at the CVM, Carey Lovelace ([cmlove6@uga.edu](mailto:cmlove6@uga.edu)) from Academic Affairs uses the SAVMA Calendar and email confirmations from Melanie Dillard for room reservations to see if food is being served at these events. She then notifies the custodial staff at the CVM of the event, and they will put big red garbage cans in the room before the event.

- **All garbage in trash cans associated with the event must be removed and taken to the dumpster.** This includes the trash receptacles already located in the room as well as red garbage barrels.
- The dumpster at the CVM is located between the Pet Health Center and the main buildings at the CVM. There is a large green dumpster on the left for garbage, and a separate blue or green dumpster to the right for recycling. Encourage students to break down and recycle the boxes from boxed lunches. This is not only good for the environment, but it also means that you will have less garbage to haul out to the dumpster.
- Please roll the empty red barrels out into the hallway or preferably back to where they are stored (just past the ice machine on the second floor)
- If you arrive at your event where food is being served and you don't see the big red garbage cans, please contact Carey Lovelace immediately so they can be placed in the room prior to the event ending.
- Please clean up after each event or we risk being charged for FMD to clean up.

### Lunch Lecture Ending Times

- Often a lecture for a class is scheduled at 1 pm in the same room as the event is held in. **Please end your event 10-15 minutes before 1 pm** so there is enough time to clean up and for the students and lecturer for the next class to get set up.