



Factsheet

19 March 2024

GIUZ Coffee Room Duties at Y25 - L11

Every day

- Clean the coffee machine surface and:
 - slide the small lid aside by the blue dot and insert a cleaning tab
 - press the button underneath the red dot until "Reinigung der Gruppe" appears on the display (cleaning process takes about 10min)
 - clean the drawer on the lower part of the coffee machine when the cleaning has finished with the brush and water
- Fill up the fridge with milk and soya drink (2l each)
- Refill the coffee beans and bowl with sugar
- Replace the cleaning cloth and the drying towels and hang them over the heating for drying (next day put them into the bag on the fridge)
- Keep order and cleanliness in the coffee room (cupboard, dishes, tables, chairs / please do not discard the weekly newspaper "WOZ" before the **second** Thursday after publication date and leave the "Tages Anzeiger" for another day)



Cleaning tabs, milk, soya drink, beans, sugar, cleaning utensils, sponges, dishwashing liquid and paper rolls are to be found in K9 (last cupboard on the right-hand side). An interim storage is possible in the small cupboard next to the sink

Monthly or when necessary

- Replace the cleaning sponge when necessary (cut new ones into three pieces)
- The dishwashing liquid can be refilled at K9
- Replace the paper roll in the paper holder
- Wash the cleaning cloth and the drying towels at home (60 degrees) when the bag is full
- Deposit the bag with the coffee ground tied up in front of the PET-Collection bag at L44-20a before it starts to smell

Sweets and decoration for Easter and Santa Claus (6.12.)

- Buy/organize sweets and decoration: maximum expenses per half-year CHF 100. Invoices to be forwarded to the institute's admin (K13). Available decoration is stored in K9 (2nd cupboard on the right). Don't forget to place a small "surprise" in Y23-G-10 for our Master students.

Every six months (September and March)

- Clean the refrigerator, the big and the small cupboard and put everything into order again.

Please contact shaun.jung@geo.uzh.ch to order milk, coffee, sugar and cleaning utensils, and corinne.wyss@geo.uzh.ch for soya drink before it runs out.



GIUZ Coffee Room Directives at Y25 - L11



You all probably enjoy the advantages of our common GIUZ coffee room at L11. Using such well-frequented community space brings a few rules with it:

- **Return dishes** from the cafeteria or mensa to their collecting stations
- When using dishes from the cupboard **please wash them** and **put them back** into the cupboard
- If you put food into the fridge always **label it with your name**. Food and beverages without a name may be used by anyone. Food that is over the expiry date will be disposed of
- You are welcome to read all the magazines and newspapers in the coffee room. Please leave them there afterwards they are for everybody to read
- On the bottom shelf in the big cupboard you can find apéro-articles for free use. After an event make sure to **recycle your empty bottles etc at Y-44-F** (recycling station) and leave the coffee room in clean order

Thank you for your collaboration!

Kontakt

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