**CKPC** **Summer Room Management Standard Operating Procedure**

**暑期房間管理標準流程**

2020-08-04

CKPC provides convenience for students to stay during the summer. This is the busiest time for the College as we need to do deep cleaning in all rooms, clear refrigerators in pantries, and discard abandoned clothes in laundries. We also need to accommodate many groups of summer camps. Summer students are asked to cooperate with College Office to facilitate all cleaning tasks so we may receive new students with a fresh look.

書院讓同學暑期留住，原意是提供方便。暑期是書院維修和清潔最忙碌時期，房間要做深層清潔，廚房雪櫃要徹底清理，儲物架要清理，洗衣房要清除遺棄衣物，書院同時也要安排多個夏令營住宿。暑期留住的同學，務必與書院辦公室合作，書院才能在新學年開始前，完成所有清潔任務，以清新姿態迎接新同學。

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| Move-out Notification(last week in May) | * Send email notice to inform all students to move to the first floor during their summer stay
* On floor 2 and above, post signs on pantry doors, laundry rooms, and near elevator about the upcoming lock-down. In particular,
	+ All unlabeled utensils will be recycled as common properties
	+ All unlabeled food and condiments will be discarded or recycled as common properties
 | College Office |
| Move-out cleaning(last week in May) | * Clean refrigerators, pantry tables and shelves. Return all utensils belonging to the Dining Hall
* Clean laundry rooms
* Clean common areas
* Report results using the online form. Include significant issues (such as missing college properties)
* College Office/RFs may inspect pantries, laundry rooms, and common areas based on the reports
 | RT/RA |
| Final cleaning and lock down (last two weeks in June) | * On floor 2 and above, perform additional cleaning of refrigerators, pantry tables and shelves, and laundry rooms
	+ Recycle all unlabeled utensils as common properties
	+ Discard all expired food and condiments (move all trash to trash room on the floor)
	+ Move remaining (labeled or unlabeled) food and condiments to the buffer refrigerator in block B1 Pantry 1020
	+ Collect all unclaimed clothes in bags. Mark the bags with the laundry room number and move them to Common Room 3025
* After cleaning, unplug the refrigerators. Lock the pantry doors and laundry rooms
* All trash and disposal items should be moved to the trash room
 | College Office |
| Final cleaning of first floor (last week in July) | * Following the completion of deep cleaning of floor 2 and above, perform final cleaning on first floor pantry and laundry rooms
	+ Recycle all unlabeled utensils as common properties
	+ Discard all expired food and condiments (move all trash to trash room on the floor)
	+ Move remaining (labeled or unlabeled) food and condiments to the buffer refrigerator in block B1 Pantry 1020
	+ Collect all unclaimed clothes in bags and move them to Common Room 3025
 | College Office |
| Retrieval and distribution (in the first two weeks of the new semester) | * On the first Monday of the new semester, notify all students to claim their things from Pantry 1020 and Room 3025 within two weeks.
* After that, all food and clothes are considered unclaimed properties. Students can freely take them.
* In the third week of the new semester, all remaining food, condiments, and clothes are either discarded or donated.
 | College Office |

**樓層厨房、洗衣房、公共空間物品處理方法**

|  |  |
| --- | --- |
| 食物/調味料 | * 過期→ 棄置
* 可用→緩衝雪櫃/儲物架（1020）
* 數量多且屬於同一學生→入袋並加標簽
* 如學生長期離開或不回來，跟學生溝通後，盡量棄置
 |
| 厨房電器/煮食鍋 | * 儲物架放不下的大型器具，需由物主作爲行李寄存。與樓層學生溝通後，如無人認領，作棄置物品處理
* 小型器具：無標簽或物主不再續住→ 緩衝儲物架（1020）；有標簽且物主續住，視儲物架空位，可以保留
 |
| 餐具 | * 飯堂餐具：移往緩衝厨房(1020)桌面
* 私人餐具：視儲物架空位，部份保留；沒有標簽的，可移往緩衝厨房儲物架
 |
| 洗衣房衣物 | 放入大膠袋，外面加洗衣房號碼，轉移到公共空間3025暫存 |

|  |
| --- |
| **厨房電器/煮食鍋/餐具/食物/調味料****要找回你上學期留下的東西？請在開學後兩周內，到茶水間1020的緩衝冰箱和儲物架/箱看看。****自2014年，樓層廚房積累了很多舊生留下物品。每年暑假，書院按《暑期房間管理標準流程》清理雪櫃、櫥櫃和儲物架。****新學年後兩周內，院生可到茶水間1020取回自己的東西。兩周後無人認領的，當是舊生遺棄物，供其他院生共用。**Looking for what you left behind in this pantry last semester? Please take a look at the buffer refrigerator and storage racks/bins in Pantry 1020 within the first two weeks of the new school year.Since 2014, the floor pantries have accumulated many items left by previous students. Every summer, the college cleans refrigerators, cabinets and shelves according to the "**CKPC Summer Room Management Standard Operating Procedure**".Within the first two weeks of the new school year, students can go to Pantry 1020 to retrieve their own items. After the two weeks, all unclaimed items are considered abandoned and shared with other students. |

|  |
| --- |
| **上學期留下物品****新學年後兩周內，院生可以取回自己的東西。請勿拿錯他人物品（特別是有標籤的）。兩周後無人認領的，就當是舊生遺棄物，供其他院生共用。**These are left behind items from other pantries from last semester. Within the first two weeks of the new school year, students can retrieve their own items. Be careful not to grab those not owned by you. After the two weeks, unclaimed items are considered abandoned and shared with other students. |

|  |
| --- |
| **上學期留下物品****新學年後兩周內，院生可以取回自己的東西。請勿拿錯他人物品（特別是有標籤的）。兩周後無人認領的，就當是舊生遺棄物，供其他院生共用。**These are left behind items from other pantries from last semester. Within the first two weeks of the new school year, students can retrieve their own items. Be careful not to grab those not owned by you. After the two weeks, unclaimed items are considered abandoned and shared with other students. |

|  |
| --- |
| **衣服 雜物****要找回你上學期留下的衣服雜物？每年暑假，書院按《暑期房間管理標準流程》清理洗衣房。請在開學頭兩周內，到公共空間3025取回自己的東西。兩周後無人認領的，作遺棄物處理。** https://cdn0.iconfinder.com/data/icons/sewing-and-needlework-1/66/16-512.pngLooking for what you left behind in the laundry room last semester? Every summer, the college cleans all laundry rooms according to the "**CKPC Summer Room Management Standard Operating Procedure**".Please retrieve your items from Room 3025 within the first two weeks of the new school year. After the two weeks, all unclaimed items are considered abandoned and discarded. |