

## GIUZ coffee room duties at L-11

### Every day

- Clean the coffee machine surface and:
  - slide the small lid aside by the blue dot, insert a cleaning tab and open lid at red dot
  - press the button underneath the red dot until “Reinigung der Gruppe” appears on the display (cleaning process takes about 10min)
  - afterwards, press and hold the button under the red dot again, until “Kurz Reinigung” appears on the display
  - 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 (2<sup>nd</sup> 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. For details see page below.

Please contact [shaun.jung@geo.uzh.ch](mailto:shaun.jung@geo.uzh.ch) to order milk, soya drink, coffee, sugar and cleaning utensils **before** it runs out.

## Final cleaning

- Clear out the large cupboard completely, dispose of broken crockery etc., wash off dirty items, clean shelves, put back in place (see picture below)
- Clear out the small cupboard (depot for coffee service), clean the shelves (see picture below)
- Clean out the fridge
- Descale the kettle
- Clean all surfaces
- Clean the microwave

