

Mighty Oak Student Assembly
Reusable Plate Program [RPP] and Dishwasher Policy



The RPP consists of a set of reusable dinnerware, owned by the Mighty Oak Student Assembly (MOSA), available for use on campus by faculty, students, and staff. Members of the campus community are able to rent Assorted plates, cups, mugs, and silverware for up to 350 people, see photos and details below.

Items are located on shelves in **Bray 25** (basement level). This is a shared room and must be used respectfully and kept clean. The room can be accessed during business hours (8am-4pm) by visiting 122 Bray for the key. After those times, University Police will escort you in and out of 25 Bray.

If a group wishes to use the RPP they must complete the following steps at least **one week** in advance of the event. **For events over 70 people please push LYMPYP this will save everyone time washing dishes.**

1. **Check calendar to view reservations**
 - a. Calendar link: [📅 Fall 2022 Reusable Plate program](#)
2. **Add events to the calendar** (please include your name, cell phone number, event start/end time, location of event, and approximate number of items you will be using) In order to maximize the number of events that can occur at a given time.
 - a. If you have a concern about a conflict please contact MOSA Director of Sustainability, Lauren Jones at ljones@syr.edu or Lexi Chipules of the Sustainability Office at lchipules@esf.edu
3. **Submit a request form:**
 - a. https://forms.office.com/Pages/ResponsePage.aspx?id=AqR4Qp4auU6EFP-1WI_PHninW1-YcAVGuS_f7bTrjlhUODJDRjIzMkxUUTFQS0k4Q0E4WVJHOE8yTiQIQCN0PWcu
 - b. Please see available items below
4. **Add your event to [ESF Engage](#)** and remind guests to #LYMPYM (Lug Your Mug, Pack Your Plate). LYMPYP reduces strain on the RPP (and results in less work for you!)
5. **Submit RPP Return Form at the end of use:**
 - a. https://forms.office.com/Pages/ResponsePage.aspx?id=AqR4Qp4auU6EFP-1WI_PHninW1-YcAVGuS_f7bTrjlhURVdTUTkxQkVBV0YxMIZKU0tSSEFSNFhOTCQIQCN0PWcu

Each group will be responsible for picking up reserved dinnerware and is responsible for returning items to Bray Room 25 (and washing them). A cart may be available for use but consider that it may not be available at all times.

It is strongly suggested that the group distribute the dishes in a controlled manner during the event. This is best achieved by requiring collateral in exchange for the dish (ID, keys, etc.) to be



Mighty Oak Student Assembly Reusable Plate Program [RPP] and Dishwasher Policy

picked up when the dish is returned. Dirty dishes are to be placed in the solid dish bins located with the plates, NOT the crates that they were picked up in, as these crates are hard to clean.

The reserving group will be responsible for reimbursing MOSA if dinnerware is not returned or is returned damaged. For clubs with budgets from MOSA the cost will be taken from the budget, for groups outside of MOSA a bill will be issued. The costs are as follows:

Plate \$ <u>3</u> each	Cups \$ <u>0.50</u> each
Forks/Knives/ Spoons \$ <u>0.75</u> each	Mugs \$ <u>2.00</u> each

The dishes must be fully washed within 24 hours of the event's end time. The dishwasher is located in Bray 2 and the dishwasher policy must be followed. Dishes may NOT be hand washed or taken off campus to be washed to ensure proper sanitation. A load can fit items for about 30 people and lasts a minimum of 51 minutes. Please account for the amount of time needed to do the necessary loads for all reserved items. If dishes are not washed within 25 hours a fine will be issued.

Dishwasher

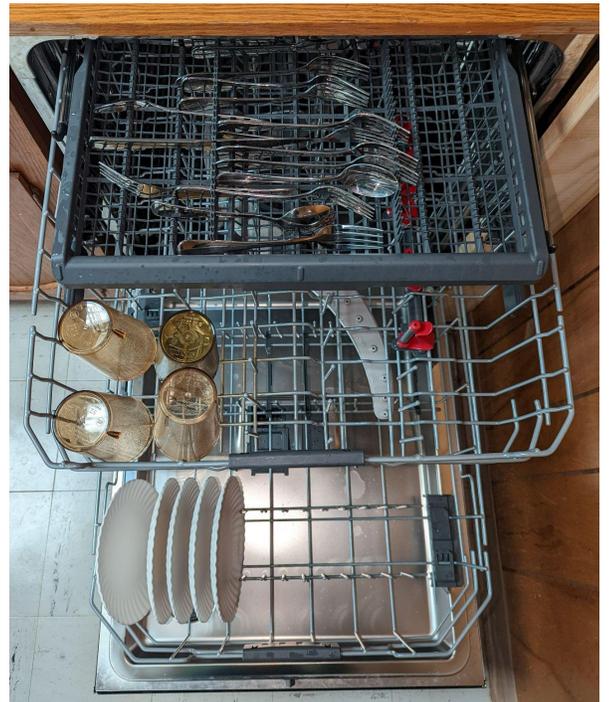
The dishwasher for use with the RPP is located in Bray 2 . The dishwasher is owned by the college and must be used respectfully. The space also contains a sink which may be used to prep dishes for the dishwasher. When using the sink, make sure the kitchen strainer is in the sink

Soap, sponges and towels will be provided by MOSA and located in a labeled cabinet near the dishwasher.

Follow these steps when washing dishes:

1. Remove any large food debris from dishes- place into compost NOT sink.
 - a. The sink in Bray is prone to clogging. Clean out the strainer after each use.
2. Rinse any large quantities of sauce/etc from dishes before placing into the dishwasher. Soap and sponge will be available to assist in the prewash process.

Dishwashers are primarily meant to sanitize dishes. Dried up food/sticky substances will not be removed by the dishwasher
3. See photo for proper and efficient loading of the dishwasher. Silverware must be placed properly



Mighty Oak Student Assembly
Reusable Plate Program [RPP] and Dishwasher Policy



into the slots on the top shelf. *If they are not in the slots they will not be cleaned properly.*

4. ONLY provided dishwashing soap can be used in the dishwasher. DO NOT use standard dish soap. Use soap per package instructions.
5. Let the dishwasher finish the full cycle before removing dishes. **The most efficient cycle is “light” lasting 51 minutes.**
6. Once the cycle is done, remove dishes and return to the shelf in bray 25 as you found them. If dishes are still wet do NOT consolidate them back into crates, they will become moldy. Either hand dry or arrange on shelves in **Bray 2 to dry**. See photo for suggested drying arrangement, do not place dishes anywhere but on the shelves to dry.



7. Clean any dish bins used to transport dirty dishes and return to shelves. These should be hand washed. Hand dry or set out individually to dry, do not stack together wet. If you air dry items, please return back to 25 in order to put away all items.
8. Ensure the sink area is clean and free of food debris or water. Clean up any other mess made in the room. This is a shared space.
9. Complete the outtake form when all dishes have been washed and room has been cleaned. Dishes may be left out on the shelf to dry, but no dishes may be left in the dishwasher.

Return form:

https://forms.office.com/Pages/ResponsePage.aspx?id=AqR4Qp4auU6EFP-1Wl_PHninW1-YcAVGuS_f7bTrjlhURVdTUTkxQkVBV0YxMIZKU0tSSEFSNFhOTCQIQCN0PWcu

Mighty Oak Student Assembly
Reusable Plate Program [RPP] and Dishwasher Policy



Dishes must be fully washed within 24 hours of the event time.

If it is a large event it is recommended to begin washing as you go. If dirty dishes will be left overnight it is recommended to rinse off any food debris to avoid dried-up food that will be hard to remove.

“What if...”

The soap is out? Contact the MOSA member indicated on the form or someone in the SIL office in Bray 122.

The dishwasher won't work/is broken? Contact the MOSA member indicated on the form or someone in the SIL office in Bray 122.

The screen says “LOC” Press and hold the button in the center for 5+ seconds until it turns back on

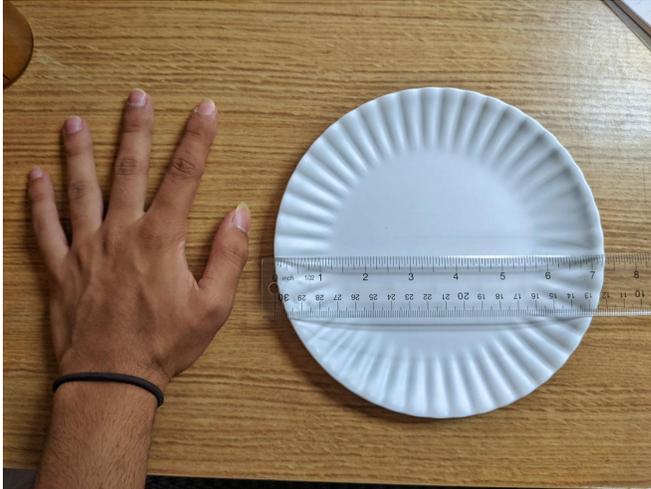
The sink is clogged/ not draining. Contact UPD, and they will contact the appropriate facilities staff member if after hours

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Available Items :

7 in Snack plates: 287



Utensils



Cups: Water Glass Quantity 118



Juice Glass Quantity: 66



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Serving Utensils



Drink Containers



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Purpose/Intended use

Other documents

- Calendar
- Request to use RPP form
- Counts
- An intake/outtake form if necessary?

Club Accountability

- Deposit
- Standing

Soap \$/purchasing

- Replacement items

What happens if something breaks?

- Inventory?

Routine cleaning

Staff Support Requested

- Facilities staff

Who is allowed to use?