



Policy Title

Student Lounge Maintenance

Identifier

USCSOMG – FCMN – 2.02

Prepared by: Office for Finance and Operations	
Reviewed by: Executive Director for Finance and Operations	Review Date: 11/06/2024
Approved by: USCSOMG Policy Committee	Approval Date: 11/18/2024
	Effective Date: 12/01/2024

LCME Standards

5.11 Study / Lounge / Storage Space / Call Rooms

Scope

University of South Carolina (USC) School of Medicine Greenville students

Policy Statement

The Student Lounge in the USC School of Medicine Greenville building is available for all USC students use with the expectation that students are responsible for maintaining the cleanliness of the space. Students are responsible for regularly cleaning the sinks, appliances, and dishes in the lounge.

Reason for Policy

To provide USC School of Medicine students clarity on the clean-up policy for the student lounge

Procedures

For any major spills or stains, students must clean the space to the best of their ability and alert Facilities Management to mitigate damage to lounge space.

I. Schedule:

- a. Cleaning of the student lounge will be rotated among the M1 and M2 class officers and will occur every Friday at 1:00 pm. At that time, the class officers will clean out all refrigerators and discard any dirty dishes left in the lounge.

II. Food:

- a. Any perishable food items left in the refrigerators or on the countertops and *not labeled* will be discarded. *This will include any containers, Tupperware, and dishes.*

III. Dishes:

- a. Any unwashed dishes left in the sink, on countertops, or on tables will be discarded.
- b. Any cleaned dishes placed on the drying rack will NOT be discarded.

IV. Labeling food

- a. Any food items that are labeled will NOT be discarded. Labels must include the following:
 - i. Name
 - ii. Date
 - iii. “Do not throw away on Friday”
- b. Masking tape and sharpies will be provided in the student lounge for labeling.

Sanctions

Failure to maintain the cleanliness of the Student Lounge will result in sanctions up to and including suspension of use.

Additional Contacts

- M1 Class Officers
- M2 Class Officers
- Office for Student Affairs
- Office for Finance and Operations

Related Information

USC School of Medicine Greenville Student Handbook
USCSOMG – FCMN 2.00 – Use of Educational Facilities

History

Date of Change	Change
November 2024	Clarified procedures
July 2024	Changed identifier to reflect Facilities category; formal approval not required.
April 2023	Editorial changes made due to branding updates and titles; formal approval not required.
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.

July 2018	Policy formalized into standardized template, LCME CQI
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