

RULES FOR HMC 6C

6C will be open for use at 7:30 AM Monday through Saturday
(Students **MUST** get their parking Validations upon arrival)
(Clinical Medical Labs and Pharm Tech Lab will be opened when Instructor arrives)

Rules for Classrooms 1, 2, 3, 4, Resource Center and Testing Center

- 1) **ABSOLUTELY NO FOOD OR BEVERAGES** are allowed in these rooms
 - a) Any beverage containers throw in the trash cans **MUST** be free of liquids
 - b) A separate container for **RECYCLEABLES** will be made available
 - c) Consumption of beverages, food and/or snacks is limited to:
 - i) Kitchen and Front waiting area
 - ii) Outside of 6C in Patio area
 - iii) Other areas as designated by *Facilities Manager*
- 2) *Facilities Manager* **MUST** be notified immediately when:
 - a) Any accidents occur
 - b) Any damage to structure or school property occurs¹
 - c) Any malfunction of any equipment within 6C occurs²

Rules for Kitchen and Front waiting areas

- 1) Kitchen cabinets will be labeled for contents, i.e. paper plates, utensils, etc.
 - a) Students, Faculty, and Staff may donate these items
- 2) Basic cleaning supplies will be provided
 - a) Students, Faculty, and Staff **WILL** be responsible for **ALL** cleaning³
- 3) *Facilities Manager* **MUST** be notified immediately when:
 - a) Any accidents occur
 - b) Any time trash containers are full and need to be removed
 - c) Any damage to structure or school property occurs

Rules for 6 Floor Roof Deck Patio Areas

- 1) **ALWAYS CONDUCT YOURSELVES IN A PROFESSIONAL MANNER**
- 2) Place any trash into proper containers
- 3) Inform Facilities Manager of any incidents/accidents in this area

ANY OR ALL RULES ARE SUBJECT TO CHANGE

¹ Individuals will be held liable for any costs incurred due to their actions

² Individuals will be held liable for any costs incurred due to misuse of any equipment, i.e. unauthorized downloading on computers, abuse of any kind and will be barred from using said equipment

³ Points for "Professionalism" **WILL BE DEDUCTED** if areas are **NOT** kept clean or any **RULES** are **VIOLATED**