

 <p><b>Confederation</b> COLLEGE</p> <p><b>OPERATING PRACTICE</b></p>	Number: 3-6-03	# of Pages: 3
	Originator:	Facilities Services
	Approved By:	President's Committee
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<b>FOOD AND BEVERAGES – DESIGNATED AREAS</b>		

## 1 OBJECTIVE

Confederation College is dedicated to a policy that maintains a clean building environment through the control of food and beverage consumption within designated areas.

## 2 SCOPE

### 2.1 Teaching Spaces

Food and beverages shall not be taken to or consumed in any college teaching area including the Lecture Theatre and the Challis Resource Centre.

### 2.2 Outdoor Areas

Food and beverages may be consumed at the designated outdoor smoking area as specified in operating practice 3-6-02, Smoking And No Smoking Areas. Food and beverages may also be consumed on college grounds at areas set-up with picnic tables and appropriate litter containers.

### 2.3 Designated Areas

Food and beverage consumption will be allowed in the following college facilities:

#### 2.3.1 Shuniah Building

- Ryan Hall B200
- Snack Shop C108
- Lounges A223, B106D, 353, 163
- Board Room A219
- Meeting room A239, 277, 151A, 237
- Rumours Dining Room B209
- Conference/classroom/dining room B210, B213, C205
- Seminar rooms C240, C242, C244, C250, C252, C254, C256.

#### 2.3.2 McIntyre Building

- meeting room 270
- lounges 256, 259, 304H
- student lunch room 236
- Children and Family Centre Day Care facilities 309F, 305D, 305E, 301E, 300A, 300, 302, 304H.

#### 2.3.3 Dorion Building

- lounges 247, 284.

- 2.3.4 Moffat Hangar
- lounges 208, 211
  - room 101 (lunch time only)

- 2.3.5 Paipoonge Hangar
- student lounge

- 2.3.6 Sibley Hall Seminar Centre
- meeting room 101
  - lounge 102

- 2.3.7 Fitness Centre
- lobby 124

- 2.3.8 Conmee Building
- lounge 155

- 2.3.9 Student Union Building
- Board Room 114

- 2.3.10 Area Campuses

Each area campus will identify designated areas for food and beverage consumption in accordance to this practice.

2.4 Use of Designated Areas

- 2.4.1 Any room designated for food and beverage consumption and which is to contain equipment for coffee making, such facility must have a work counter with sink.
- 2.4.2 When students and staff are using Ryan Hall, Snack Shop C105, McIntyre and Dorion lunch rooms, they are responsible for returning their food trays and disposing of garbage. All tables shall be left clean.
- 2.4.3 If food and beverages are to be taken out of Ryan Hall, Snack Shop C105, McIntyre and Dorion lunch rooms, food must be in a disposable container and beverages in containers with lids.
- 2.4.4 Deliveries of food and beverages to designated areas shall be in compliance with Food Services department practices.

2.5 Offices

- 2.5.1 Coffee makers, microwave ovens and any other electrical appliance used to make or heat beverages will not be permitted in any office unless such office contains an appropriate work counter with sink. Beverages may be consumed in private office areas, they are to be brought to the room in containers with lids.

**2.6 Use of Classrooms**

- 2.6.1 On some occasions, classrooms only, may be required to be used as a meeting room and food and beverages may be requested. Such requests must be approved by the Facilities Services Scheduling Office, extension 6292. Deliveries of food and beverages to designated areas shall be in compliance with Food Services department practices.

**3 RESPONSIBILITIES**

- 3.1 To ensure compliance, college staff and the College Council of Students shall be responsible for the administration of the policy within their area and to the extent of their responsibility.
- 3.2 The staff member supervising students in a class (includes classroom, laboratory, shop, studio, clinical facility) will be responsible for the discipline for students in accordance with academic policies and procedures regarding the disciplining of students.
- 3.3 All members of the college community shall respect this operating practice and adhere to its terms through self discipline. In the event that an individual (student or employee) does not comply with this operating practice, the individual will be given:
- 3.3.1 a verbal disciplinary notice for a first offence
  - 3.3.2 a written disciplinary notice for a second offence
  - 3.3.3 more severe disciplinary notice such as a suspension for a recurring offence and ultimately,
  - 3.3.4 a discipline of expulsion or dismissal if the individual does not indicate acceptance of the operating practice and signify a willingness to comply.
- 3.4 A copy of the disciplinary notice will be forwarded to the Registrar (student) or Human Resources (employee) for placement in the individual's file.

**4 INFORMATION**

- 4.1 Signs shall be posted in all teaching spaces indicating that food and beverage consumption is not to be consumed in that room.
- 4.2 Signs shall be posted at all main entrances to college buildings indicating that food and beverages are not to be consumed in that area.
- 4.3 College publications will acknowledge the existence of this operating practice.

**5 AUTHORITY**

- 5.1 The Vice President, Administrative Services, shall be responsible for the implementation, maintenance and review of this operating practice and shall make recommendations in this regard from time to time to the President's Committee.
- 5.2 The College Space Committee shall act as an advisory committee to the Vice President, Administrative Services, on matters related to housekeeping issues.