

AUTOMOTIVE ENGINEERING DEPARTMENT POLICIES AND PROCEDURES ARE INTENDED TO PROVIDE GUIDANCE AS IT PERTAINS TO OUR SPECIFIC DEPARTMENT, AND DO NOT SUPERSEDE EXISTING CLEMSON UNIVERSITY POLICIES AND/OR PROCEDURES AND/OR OTHER ISSUED GUIDANCE.

## Weekly Cleanout Policy

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### PURPOSE

In order to maintain a safe and orderly environment, certain areas within the Campbell Graduate Engineering Center (CGEC) must be completed cleared on a weekly basis.

### POLICY STATEMENT

The following areas inside of the Campbell Graduate Engineering Center (CGEC) will be completed cleaned out every Friday at 3:30 PM:

- Floor 3R Lounge - Large Communal Refrigerator
- Floor 3R Lounge - Communal Mini-refrigerator
- Floor 4 Lounge – 2x Refrigerator/Freezer Units
  
- Floor 3R Copy Room #319A

Note that ALL items left inside of the refrigerators/freezers will be disposed of at this designated time. This includes leftover food, beverages, lunch boxes, storage containers, etc.

Additionally, any papers left on or around the copier/printer in copy room #319A will be disposed of (or shredded if the documents appear confidential) every Friday at 3:30 PM.

### PUBLISHED LOCATION

[Automotive Engineering Resources](#)

### REVISION HISTORY

- Originally Issued: 09/12/2022