**Procedure for Reserving the new HNFE Foods Teaching Lab: Wallace 403**

This procedure is designed for any individual or group who has not previously reserved and utilized this teaching lab space. Additionally, individuals and groups who have already used the former HNFE foods teaching space are required to meet with Christy Lee, HNFE Foods Teaching Lab Support Specialist, in the newly renovated space prior to resuming their previous food-related activities. This document outlines steps to take before and after using Wallace 403. It complements the revised Standards of Operation (SOP), which includes an itemized list of tasks to complete while in the reserved laboratory space. Following the steps below and the tasks outlined in the SOP will ensure proper maintenance of the renovated space with the goal to utilize and share Wallace 403 across the Virginia Tech community and its many stakeholders across the Commonwealth of Virginia.

1. If interested in using this teaching kitchen, Wallace 403, please contact Christy Lee at christybl@vt.edu. Provide your name; Virginia Tech position or affiliation; contact information; and reason for inquiring about Wallace 403 (including proposed date/time for your activity and estimated number of attendees).
	1. This space can only be reserved by Virginia Tech employees (faculty, staff, and graduate students employed as GTAs or GRAs).
	2. The maximum capacity for Wallace 403 is 24 students/learners plus up to 3 people in charge of overseeing the food prep activities.
	3. Virginia Tech student organizations may only reserve Wallace 403 if they have a Virginia Tech faculty advisor who will be the “person responsible” for the group and who will be in Wallace 403 with the student group while they use this space. The “person responsible” should also attend the lab orientation meeting with Christy. See below.
2. Schedule a day and time to meet with Christy in Wallace 403. This visit typically takes 30 minutes. It must be done in-person in the physical space.
3. During the meeting, Christy will show the 6 student kitchens, 1 instructor kitchen, and the general inventory for each kitchen. (Once the AV system and new teaching technology are fully installed and operational, we will provide printed instructions for usage.)
	1. All consumable items to be used while reserving Wallace 403 must be purchased and brought to the lab. We ask that you provide your own coolers for storage of perishable items. If refrigeration or freezing is needed during the use of the lab, please use the refrigerator/freezer unit that is at the wall on the right side of the lab as you enter Wallace 403.
	2. We are happy to share basic cleaning supplies that are available in the lab. They are next to the sink and underneath the sink in each kitchen. However, any additional cleaning supplies such as paper towels, cloth kitchen towels, Clorox wipes (etc.) should be purchased and brought to the lab by the group.
	3. As noted in the SOP, all trash, recycling, and composting should be handled according to the instructions provided during the lab orientation meeting. See below.
4. During the meeting, Christy will go over all parts of the Standards of Operation (SOP), which includes a checklist of all tasks that need to be completed during and after using the lab, prior to leaving. These tasks ensure that all individuals/groups in Wallace 403 will leave the lab as they found it, which is clean, sanitized, with all items in their designated storage place.
5. The SOP document must be completed, signed, and dated by the “person responsible” for reserving Wallace 403. It should be left on the countertop in the instructor kitchen.
6. After Wallace 403 has been used, Christy Lee will check the laboratory space cleanliness and its overall condition. If something is damaged, broken, missing, or not cleaned and stored properly, Christy will contact the “person responsible” to request that they (or someone from their group) return to Wallace 403 as soon as possible to address these deficiencies.
7. The cost of any damaged, broken, or missing item must be covered by the group who reserved Wallace 403. If applicable, Christy will share the procedure for replacing the item.
8. The lab must always be locked when it is not in use. Upon agreeing to meet these terms for reserving Wallace 403, the “person responsible” will be given an access code to open the door to Wallace 403 during the time they have reserved this space. The code is unique to each group and will only work during the reserved period.

We are excited to share our new teaching kitchens in Wallace 403 with the Virginia Tech community! We hope that your food preparation experiences are enjoyable and meaningful, and we thank you for doing your part to help keep this lab safe, clean, efficient, and beautiful so that we may share it with others for many years to come. Again, we thank you very much for your professionalism and courtesy!

Should you have any questions or concerns, please do not hesitate to contact Christy Lee (christybl@vt.edu) or Nicolin Girmes-Grieco (ngirmes@vt.edu)

By signing this document, the person responsible acknowledges that they have read this procedure and the SOP; that they have asked questions to seek clarification (if applicable); and that they (and all persons in their group) agree to abide by the terms for reserving the lab space, for utilizing the space and its inventory, and for maintaining it in excellent condition.

Thank you!

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Printed Name (person responsible for reserving WAL 403) Signature

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_