

FSA Smallware Rental Program



“Reducing single use plastic by establishing a rental program for reusable plates, cups and cutlery for club/organization/department events.”

Vision

Via 25Live, clubs and organizations that are reserving rooms for an event can now reserve reusable smallware that will the club/organization will pick up from East/West Side Dining.

Process

Pre-Event



On 25Live, event/club manager will reserve X amount of each smallware needed at a specific time and duration.

Day of Event



Dining Hall staff will prepare carts with the appropriate sets of each smallware from 25Live.

A compost bucket will be added to the cart and an email will be sent for pick-up.



A member of the club/department will go to the Dining Hall to bring the cart to the event.

Food service will commence using the reusable smallware.

Post-Event



After food service, event managers will collect smallware, scrape plates into the compost bin, and stack the smallware into the cart.



Event manager will bring the cart back to the Dining Hall.



Dining Hall staff will:

- check for undamaged, complete sets of smallware
- update 25Live
- add the smallware to the dishwashing station
- empty the compost into a collection bin

Implementation Plan

Trial Run

The Rental Program will be set up by the time the new Student Union opens.

The Student Union will serve as the trial run for the Program for proximity to East Side Dining and having a new facility makes it easier to implement new programs.

Members of the FSA will work on:

- Dining hall logistics and training.
- Procurement of smallware/carts/bins.
- Sanitary concerns/codes.

Members of University Senate will work on:

- Constituent outreach for 25Live, USG, GSO, Departments and Building Managers.
- Creation of policies, materials, and trainings.
- Coordination between all parties.

To Be Done

FSA Side:

- **To Be Worked On:**
 - Establishment
 - Dining hall manager/staff training
 - Procurement of carts/bins/smallware
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 - Operational
 - Fees for lost/broken items
 - Logistics of storing carts/bins/smallware and staff to coordinate
 - Sanitary concerns/codes.
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- **Resolved:**
 - Establishment
 -
 - Operational
 -

University Senate Environmental Committee Side:

- **To Be Worked On:**
 - Establishment
 - USG Mandate
 - Building Mandate
 - 25Live reservation customization
 - Dining Hall staff interface
 - Maximum use per day (how much inventory)
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 - Operational
 - Timeliness of smallware return
 - Student/departmental training
 - Building manager training
- **Resolved:**
 - Establishment
 -
 - Operational
 -

Considerations

- Establishment Policies
 - USG Mandate
 - Building Mandate
- Recurring Policies
 - Timeliness of smallware return
 - Fees for lost/broken items
 - Sanitary concerns
- Projects
 - 25Live reservation customization
 - Dining Hall staff interface
 - Student/departmental training
 - Dining hall/building manager training
 - Logistics of storing carts/bins and staff to coordinate
 - Procurement of carts/bins/smallware
- Statistics
 - Maximum use per day (how much inventory)