

RC MERT Bunk Space: Common Practices

These guidelines apply to all RC MERT members utilizing the Bunk Rooms, Conference Area, and Kitchen during shift.

1.) Locking Outer Doors

- a.) All doors must remain **closed and locked** at all times.
- b.) No doors should be propped open for any reason at any time.
- c.) Doors leading to the Sue B. Core area are locked with the tab in a **horizontal direction**.

2.) Cleanliness

- a.) The Bunk Space, Conference Area, and Kitchen should be left in a **clean and professional** order.
 - i.) This means all messes are cleaned up, chairs pushed in, and any non-MERT items put back in places they were found.
- b.) All lights should be left in the condition in which they were found.
- c.) No appliances/devices should be unplugged at any time.

3.) Conference Room Locking

- a.) The Conference Room should be locked any time MERT is not using the Bunk Space area.
 - i.) The room can only be locked/unlocked using the key located on the 801 Key Ring.
- b.) If an RC MERT member finds the Conference Room (or any other exit door) **unlocked** at the start of the shift, he/she must **notify the DO** immediately.

Failure to comply with any of the above practices will result in disciplinary action and revocation of Conference Room privileges for all members.

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