

# Fridge Information

(Revised: October 2010)

## 1 The Fridge Co-op

The goal of the fridge co-op is to provide a large number of people with convenient sodas and snack food at a reasonable cost to the members. The fridge administrators are volunteers who run the co-op because they think it's a worthy goal, not because they make money from their efforts. As a member of the co-op **you are expected to participate** in the running and maintaining of the fridge room. This includes volunteering for various tasks, such as food deliveries and periodic cleanings, and possibly becoming a future fridge administrator. Furthermore, you are required to follow all of the rules outlined below. The rules are not demanding and if you are unwilling or unable to follow them, just see Ms./Mr. Fridge to close your account.

The Fridge Room operates at a very small profit margin, and any profit made goes to cover banking fees, accounting miscellany, losses due to theft, and equipment such as refrigerators and microwaves. There is *no* spare money in the fridge bank account. Thus, unintentional losses of *any* kind pose a very serious problem for fridge. To cover the cost from the theft of one soda, for example, fridge must sell about 17 items. In order to insure that the fridge room is able to continue ordering food/drinks and to refund your key deposit, you must correctly record every item that you take from the fridge room on your account. People with large negative balances in their fridge accounts only aggravate the problem since there is less cash on hand. The bottom line is: **Any item that is swiped or not recorded may contribute to the quick demise of the fridge co-op.**

## 2 How to Get a Fridge Account (& Key)

You are eligible for an account if you are:

- a faculty, staff member or a graduate student in the Ph.D. program of one of the departments housed in Duncan Hall, *or*
- a graduate or undergraduate student who is employed by a research grant or involved in a research project in conjunction with one of the departments housed in Duncan Hall.

To become a member you must visit Ms./Mr. Fridge in person. Office hours and location are posted on the Fridge Room door. You will need to bring \$10 for a key deposit and at least \$10 for a starting balance (unless you plan to use the microwave only). Please make checks payable to 'Duncan Hall Fridge Room'.

When you leave Rice, you must close out your account with Ms./Mr. Fridge as well. At that time you will turn in your key in order to receive your key deposit and any balance remaining on your account. Of course, if you have a negative balance, you will have to pay it off at that time. **Donations to the fridge room are always welcome**, so please consider donating your key deposit back to the fridge room (although you must still return your key).

## 3 Fridge Rules

While most of these items are common sense or common courtesy, each member of the fridge co-op is expected to follow them as rules. Remember, this is a co-op, not a country club.

**Your Account Balance.** You must keep your fridge account "in the black," i.e. with positive balance. Your current balance is displayed with each transaction you enter on the fridge accounting

system. Each week a Delinquent List is posted that lists everyone in debt by \$5 or more. If you are on this list, make a payment immediately. **If you maintain debt for seven weeks or your debt exceeds \$20, your account will be deactivated until your debt is paid.**

**Sodas.** When you take a drink from the refrigerator, replace the cold drink that you took with a warm one. This takes *very* little effort and remember - you don't like drinking a warm soda any more than anyone else.

**Personal Food.** Personal items stored in the refrigerator must be labeled with your name and a reasonable expiration date. Items not so labeled are considered "free food" and are fair game to be eaten or thrown out by anyone at any time. We do not want any science fair experiments in the fridge, so please remove your old food on a regular basis.

**Cleanliness.** Keep the fridge room, refrigerators, and microwaves CLEAN. At the very least, clean up the messes that you make. If you have a few seconds, straighten, wipe, or dust. While the housekeeping staff takes out the trash and mops the floor for us, it is not their job to clean up your mess.

**Theft.** Take reasonable precautions to prevent theft and loss. Do not leave fridge room doors open or unlocked. Report any suspicious activity to the campus police x6000.

## 4 How to Use the Fridge Accounting System

All transactions are done via the Fridge Accounting System. When you take a drink or food item you must record this fact on the fridge terminal. If the terminal is hung, record your transaction on the paper log near the terminal. *Remember:* YOU must come back and enter these purchases in the terminal yourself once it is up and running again and then cross your entry off the paper log.

To debit your account, you must give the following information to the system via the terminal: your account name, a space, and the "transaction codes" that indicate what you are purchasing. The transaction codes are listed on the price sheet posted above the fridge terminal. For example, the appropriate code for a soft drink is a '-'. Also, refer to the instructions on the terminal on how to display the list on line and how to change your password etc.

Your current account balance is always available via the Fridge Accounting System, and is displayed whenever you make a transaction. To add money to your fridge account put a check or money order made out to 'Duncan Hall Fridge Room' in the mail slot labeled Fridge Administration located in the first floor Duncan Hall Mail Room. **Please include your fridge account name on your check.** Do *not* leave cash in the mail slot. If you cannot write a check, you may give cash in person to Ms./Mr. Fridge during office hours. Checks are strongly preferred over cash.

## 5 Where to Address Questions

Problems, complaints, suggestions, compliments, new account requests, and notification of leaving Rice should be directed to Ms./Mr. Fridge ([fridgea@cs.rice.edu](mailto:fridgea@cs.rice.edu)). Many other people are involved in the operation of the fridge co-op. **New volunteers are always needed and welcomed.**

## Fridge Use Agreement

A signed copy of this agreement must be on file for every member of the Fridge co-op. This form applies even if you do not intend to purchase items from the fridge but only want to use the 'food fridge' or microwave.

You will need to pay a \$10.00 key deposit. When you leave the co-op and turn in the key, your deposit will be returned to you.

By signing this form, you agree to:

1. Be aware of fridge policy as posted on the refrigerator door. It specifies details of how to use fridge.
2. Credit the proper account immediately when you buy something. This must be done on the terminal if possible, otherwise on a paper log near the terminal.
3. Keep your balance in the black. Fridge works on a debit system, not a credit system. You are responsible for making sure there is enough money in your account to cover all purchases. If you do incur a debt, pay it in a timely manner and do not allow it to become excessive.
4. You, not fridge itself, are responsible for other people using your account. If this makes you uncomfortable, use a password on your account.
5. Be responsible for anyone that you allow into the fridge room. Do not leave the fridge room door unlocked or blocked open, unless this is deemed acceptable practice by Ms./Mr. Fridge.
6. Be willing to participate in the fridge room as needed. This is a co-op, which means all members are expected to contribute to the successful operation of the organization.

If I fail to comply with any fridge rules, Ms./Mr. Fridge can close my account. Upon doing so, I agree to return my key and pay any outstanding debt.

Please complete the following:

Name \_\_\_\_\_ Department \_\_\_\_\_

Office and phone \_\_\_\_\_ Employer / Sponsor \_\_\_\_\_

Email address \_\_\_\_\_ Desired Fridge ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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FOR OFFICE USE ONLY

[revised 04/03/2006]

Account opened on (date) \_\_\_\_\_  Deposit received  Key given by \_\_\_\_\_

Account closed on (date) \_\_\_\_\_ By \_\_\_\_\_

Key returned      Closing balance      \_\_\_\_\_

Key deposit          \$10.00    

Amount donated      \_\_\_\_\_

Amount refunded      \_\_\_\_\_