

# Facility Use Guidelines

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## *Guidelines for General Conduct*

- Consider all public spaces in the building to be professional office areas where others are engaged in professional activities. Act accordingly.
- Be courteous and considerate of others when using public spaces in the building.
- Maintain a professional level and tone when speaking as individuals or in groups.
- Do not yell across the building to speak with other people.
- Conference and seminar rooms are for authorized use only.
- Do not rock or stand in the chairs. Do not sit, lie, cut upon, or prop your feet up on the tables.
- Do not relocate or move chairs and tables from area to area, place to place, or floor to floor. Minor adjustments of tables and chairs are permitted for better work groups, but please return all furniture to its original configuration when finished.
- Be aware of the location of your power adapters and other equipment. Take measures to avoid locating power cords in traffic paths to avoid trip hazards.
- Any additional services that may be offered, including printing, copying, or vending, should be treated as a privilege and recognized as such.
- Encourage others to do the same, and report offenders to the department administration so that corrective actions may be taken.

## *Guidelines for Cell Phone Usage*

- Turn off your cell phone or place it on vibrate when in the building.
- When placing or receiving calls, relocate yourself to lobby areas or to a quiet area out of the way so as not to disturb others. Do not enter the conference rooms to talk on your cell phone.
- Maintain conversational volume levels as you talk.

## *Guidelines for Food and Beverages*

- Studio areas are not intended as food courts. If you must eat on the third floor, please eat in the Lobby Studio area or otherwise eat outside the building.
- If you eat in the Studio, maintain a quiet and controlled demeanor, and place all trash and waste materials in proper trash or recycling receptacles.
- Uneaten food or other malodorous items, e.g., left over French fries, bread scraps, ketchup, or half-finished drinks, should be removed from the building and placed in outdoor trash receptacles or directly in the building dumpster.

### *Guidelines for Clean Up*

- When leaving public areas, look around, clean up, and remove any trash or work debris that has been left by you, your group, or any others. Do not assume that someone else will clean up after you.
- If your activities result in a residue or spill on a table surface, obtain paper towels from the restroom and clean the affected surface. If detergents or special cleaners are required, contact either the Department Administrator (4<sup>th</sup> floor reception) or building cleaning staff (ground floor) to obtain the necessary cleaning materials.
- If you are the last one leaving a space within the building, please shut out all lights as you leave.