

CLASSROOM AND PUBLIC SPACE STANDARDS

Purpose

The purpose of this procedure is to ensure that all university classrooms and public spaces are maintained in a manner most reflective of the University's values, as well as to ensure maximum efficiency and comfort for all occupants and maintain code and safety compliance with governing regulations.

Statement of Policy

University Values

The following University Values of are particular importance with respect to use and treatment of classrooms and public spaces, and as such, provide guidance in all decisions related to space expectations.

Foundational Values

- Community – Striving together for the common good and growing in relationship with God, one another, and self. “Let all things be common to all.” (Rule of Benedict 33)
- Hospitality – Receiving others as Christ with warmth and attentiveness. “Let all be received as Christ.” (Rule of Benedict 53)
- Service – Meeting the needs of others in the example of Jesus the servant leader. “The members should serve one another.” (Rule of Benedict 35)

Charisms

- Warmth of Welcome – related to hospitality & community

Aspirational Values

- We *delight* our students and guests. We don't think twice about going the extra mile for them. We're likewise careful not to coddle or indulge them, fostering a sense of entitlement. Serving those entrusted to us – for their good – is never a burden, it is a joy.
- We “class it up,” always! We are exemplary stewards, never slovenly, never haphazard or trashy.

Furniture and Furnishings

University furniture is required to be of high quality commercial furniture and is coordinated with furniture in the space and surrounding areas. Without approval by the Office of Physical Plant, occupants may not bring in personal furniture, purchase additional furniture, nor may they rearrange or exchange furniture from other spaces.

If mobile furniture, including mobile TVs, markerboards, and general furniture, are rearranged during a class or event, the items must be returned to their resting position prior to departing the space. All whiteboards and/or chalkboards are to be cleaned prior to leaving the space.

Any additional furniture or furnishing needs are to be communicated to the respective Dean. If the need is verified, the Dean would develop a proposal for Facilities and Space and Budget Committee to review.

The Office of Physical Plant maintains the selections of approved furniture standards selected by the Facilities and Space and Beautification and Heritage committees. The Office of Physical Plant is responsible to ensure that purchases meet these furniture standards, as well as relevant code compliance.

Audio Visual Technology

All AV systems must be used in accordance with the instructions at the lectern in the room. All AV systems must be restored to their normal configuration prior to leaving the space.

Painting and General Maintenance/Repairs

University spaces are painted according to university standards for aesthetics. Occupants may not perform any painting or other alterations to classrooms or public spaces, including the furniture and furnishings within the spaces. Any repairs and maintenance for any deficiencies should be requested by submitting a Work Order.

Furnishings and Décor

Classroom and public space furnishings and decorations are designed and installed in coordination to the Beautification and Heritage and Facilities and Space Committees. These activities are done while maintaining a vision toward the aspirational value that we “class it up,” always!

Occupants may not add, subtract to, or modify furnishings and decorations. Any additional needs are to be communicated to the respective Dean. If the need is verified, the Dean would develop a proposal for Facilities and Space and Budget Committee to review.

Keys

Classroom keying, both in how offices are keyed, and authorized staff to various offices, is performed by the Office of Physical Plant as directed by the relevant Dean.

Keys are requested by the Dean or designee through a work order and are assigned to the specific individual. Keys may not be transferred to other individuals upon moves, departures, etc., but instead must be returned to the Office of Physical Plant and reissued to the correct individuals.

HVAC

Depending on the location, occupants may have individual control of their HVAC, group control of their HVAC, or there may be centralized control that occupants are not able to access. Please submit a work order to the Office of Physical Plant to assist with any HVAC concerns that are not immediately addressable with a thermostat in the room, and call the Office of Physical Plant at 355-8310 to communicate any urgent needs.

Personal space heaters are never allowed in university facilities. Please submit a work order for the Office of Physical Plant to review and resolve the HVAC concerns, and if a space heater is required the Office of Physical Plant will provide a heater that includes relevant safety features to minimize fire risk.

Energy Savings and Sustainability

In compliance with university goals for energy savings and sustainability, HVAC systems are run during normal classroom hours. Outside of normal hours, temperatures are allowed to drift within a controlled band to maximize energy savings. Spaces with local HVAC controls can be activated during off hours by pressing the “override” button once.

Occupants should be careful to turn all lights off when leaving their spaces.

Fire Safety

Power strips are available from the Office of Physical Plant by submitting a work order.

Occupants must be careful not to overload outlets or power strips.

- Power strips may never be “daisy chained” together, but must always be plugged directly to a wall outlet.
- Any device with heating or cooling capacity must always be plugged directly to a wall outlet.
- Papers and other combustible materials should never be placed on power cords or extension strips.
- Space heaters are never allowed unless requested through the Office of Physical Plant.

Custodial Services

Custodial services are performed frequently by the Office of Physical Plant. Any abnormal or additional needs should be requested via work order as early as they are known, or at least 24 hours in advance. Larger than typical trash (e.g. packaging, boxes) should never be placed in hallways or public areas, but should be immediately taken to the dumpster or kept out of sight until it is removed.

Approved

10 August 2022 by the President of the University