

## OFFICE STANDARDS

### Purpose

The purpose of this procedure is to ensure that all university offices 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

Office furniture is required to be of high-quality commercial office furniture and is coordinated with furniture in the office 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.

Any additional furniture needs, including any modifications needed based on a verified medical need, are to be requested via a work order after confirming that budget is available for the

requested purchase. 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.

#### Painting and General Maintenance/Repairs

Offices are painted according to university standards for aesthetics. Office occupants may not perform any painting or other alterations to their offices, furniture, or furnishings. Any repairs and maintenance for any office issues can be requested by submitting a work order.

#### Decorations and Personal Items

Office decorations should be hung to be consistent with university values, in particular, maintaining a vision toward the aspirational value that we “class it up,” always! Decorations can be hung up by office occupants using commands strips; however, office occupants are not allowed to put any holes in office walls. Any additional help hanging decorations or personal items can be requested by submitting a work order, and the Office of Physical Plant will coordinate their installation.

Any new or desired university branded decorations must be requested through the Creative Services department with a Work Zone request.

#### Keys

Office 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 department head.

Keys are requested by the department head or designee through a work order and are assigned to the specific individual. Office keys may not be transferred to other individuals upon office 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, office 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 offices. 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, office HVAC systems are run during normal business hours or as requested by the department head. Outside of normal business hours, office temperatures are allowed to drift within a controlled band to maximize energy savings. Offices with local HVAC controls can be activated during off hours by pressing the “override” button once.

Office occupants should be careful to turn all lights off when leaving their offices and should not bring in personal lamps that utilize incandescent bulbs.

### Fire Safety

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