



OFFICESPACE

Welcome home to the nicest building in state government! Now, the hard part begins... keeping the space as impressive as it was when we moved in. These few simple rules will help us respect each other by respecting our shared space!

TO DO

- Decorate the interior walls of your workstation/office.
- Clean your food out of the community refrigerators before you leave every Friday and ensure breakrooms are tidy.
- Keep the shared workroom areas organized. No labels should be affixed to the outside of cabinets in shared work areas without prior permission.
- Book shared meeting spaces using Outlook.

NOT TO DO

- Please keep all plants/décor/other items off the top of workstations. Nothing should be on or affixed to the top glass workstation extensions, either inside or out.
- Please do not hang any decorations on the outside walls of workstations. All personal items should remain within the walls of your workstation and anything put on the walls of common spaces (including restrooms) must have prior permission.
- Please do not obscure the windows, including glass on doors, with any coverings (curtains, paper, blankets, tint, decals, stickers, etc...). The landlord requires that all glass in the office be completely clear.

Employees using SCDE conference and training rooms are responsible for the set-up and clean-up of the room before and after the meeting. Before leaving:

- Return tables and chairs to their original configuration. This includes pushing chairs neatly and evenly into the table.
- A/V equipment should be returned to power save mode.
- If refreshments or meals are served, tables must be wiped down and trash bags must be tied and moved to the floor breakroom.

**WELCOME
HOME
AWAYFROMHOME**