

College Procedure: 308.4 – Office Standards

Policy Reference: 308 – Use of College Equipment
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 03/08/2018

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This standard was established to ensure that Kirkwood spaces promote a safe and professional learning and working environment, as well as comply with applicable laws and regulations. This includes, but is not limited to single office spaces, shared office spaces, cubicles, conference rooms, shared common areas and break rooms.

The Procedure

General Office Appearance and Personal Items

- Office doors, windows and sidelights shall not be obscured by any material. The only exception will be for Counselors who may need to close blinds for the privacy of their client.
- In accordance with Fire Code, any excessive boxes, papers or other miscellaneous materials may not be stored on floors or under desks.
- Office areas must maintain a professional and organized appearance. Any personal desk items which may be considered disruptive or inappropriate are not allowed and must be brought to the attention of the department's leadership.
- In open office spaces, nothing may be placed on top of modular office partitions.
- Any wall-hung items, including but not limited to artwork, signage and framed items, must be secured to the wall with appropriate hardware. Please submit a Work Order for the Facilities Department to assist in hanging any items that will be affixed to a wall. Permanent wall coverings of any kind, such as wallpaper or paint, will not be allowed without prior approval from Facilities in the form of a Work Order. Nothing may be applied to ceilings, walls or doors which could damage them or that are not easily removable, including permanent stickers and tape.
- Interior plants must be reasonably maintained by their owner.
- Halogen lamps, fragrance plug-ins and burning candles are prohibited.

Office Modifications or Accessories:

- Any request for office modifications or accessories must be submitted via a Work Order to Facilities. Facilities will only approve requests which are in compliance with Kirkwood standards.
- Any furniture accessories must be approved, furnished and coordinated by Facilities, to be paid out of the budget of the requesting department. These accessories include: additional office or guest chairs, tables, bookshelves, file cabinetry, under-cabinet lighting, bulletin boards and dry-erase boards.
- Any faulty, broken or damaged office equipment may be replaced by Facilities upon submission of a Work Order requesting replacement.
- Personal furniture is not permitted, including but not limited to chairs, bookshelves and tables which were not purchased by Kirkwood.
- No desk modifications or wellness office equipment is permitted, such as balance ball chairs, balance balls or treadmills. Please reference [Wellness Office Equipment Policy](#).
- Office technology requests for items such as televisions, phones, additional monitors or cabling should be submitted through KIN, with a TeamDynamix ticket.

Heating/Cooling Devices:

- Space heaters and electric blankets are prohibited.
- Small fans are permitted, provided that the fan is turned off when the person using it is not at their desk.
- If there is a question regarding the temperature of an area, please contact Facilities. Not all spaces will have consistent temperatures. The team will work to even those spaces but hot and cold spots will exist during outdoor temperature fluctuations.
- Remember to dress appropriately for weather conditions and your office climate.

Appliances:

- No personal appliances of any kind are allowed in personal offices. This includes but is not limited to refrigerators, microwaves, coffee pots and Keurig machines.
- Microwaves and refrigerators in common spaces (break rooms) are owned by Facilities. If maintenance is required on these appliances, a Work Order must be submitted and Facilities will coordinate repairs. If a replacement is required for a microwave or refrigerator, Facilities will coordinate the purchase and installation of a suitable Energy Star rated replacement.

Energy Usage:

- Energy usage must conform to Kirkwood's Energy Policy. Please reference [Energy Management](#).
- Windows and doors for conditioned spaces should be kept closed.
- Office equipment and lights should be turned off when not in use.

- Interior decorative lighting, such as personal lamps, are prohibited. Please submit an accessory request for under-cabinet lighting if necessary.

Common Areas:

- Occupancy of common areas, including break rooms and conference rooms, should be scheduled with appropriate administrative assistants. The occupants are responsible for cleaning up after their meeting, including disposing of trash and leftover food items.

Office Relocations:

- If an office relocation is necessary, a Work Order must be submitted to Facilities at least two weeks in advance.
- The Facilities Department will help coordinate and execute the move.
- Any removal of existing office furniture will be done at the discretion of Facilities.
- Any costs associated with office modifications including relocation or removal will be paid for out of the budget of the department submitting the request.
- If a department foresees a large move or relocation project, they may request to add it to the list of proposed Capital Improvements for the applicable fiscal year.
- Office equipment or furniture items not needed by employee will be removed by Facilities.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/08/2018	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	09/03/2019	Cabinet	Procedure template