Kirkwood
COMMUNITY COLLEGE

College Procedure: 308.4 – Office and Shared Space Standards

Policy Reference:	308 – Use of College Equipment
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Operations
Effective Date:	03/08/2018
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure establishes standards for the use, appearance, safety, and maintenance of Kirkwood Community College offices and shared spaces. The standards are intended to support a safe, accessible, professional, and welcoming, learning and working environment while complying with applicable laws, regulations, College policies, building and fire codes, and accessibility (ADA) requirements.

This procedure applies to college-owned or College-managed single-occupant offices, shared offices, cubicles, conference rooms, common areas, open-office spaces, and break rooms,

The Procedure

Appearance and Personal Items

1. Office doors, windows, and sidelights must remain unobstructed and may not be covered or obscured by materials that interfere with visibility, safety, emergency response, or building operations.
2. Window coverings (shades/blinds) may exist or be installed only when approved by Facilities and when necessary to support an essential function of the space, including privacy or other space conditioning issues.
3. Boxes, paper, equipment, or other materials must not be stored on floors, under desks, in exits, or in a manner that creates a fire, safety, accessibility, housekeeping, or maintenance hazard.
4. Offices and workspaces must be maintained in a clean, organized, and professional manner.
5. Personal items displayed in College workspaces must be appropriate for a professional workplace and must not be disruptive, offensive, unsafe, or inconsistent with College policies or values.
6. In open-office environments, items should not be placed on top of modular office partitions. Furniture, bookcases, cabinets, or other objects must be arranged safely to avoid created risks of tipping, obstructing visibility, hindering egress or causing other safety issues.

Kirkwood
COMMUNITY COLLEGE

7. Interior plants are permitted when reasonably maintained and when they do not create a safety, accessibility, housekeeping, pest, or facility-maintenance concern.
8. 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 to assist in hanging any items.
9. Permanent wall coverings of any kind, such as wallpaper or paint, will not be allowed. Nothing may be applied to ceilings, walls or doors which could damage them or that are not easily removable, including permanent stickers and tape.
10. Adhesives, tape, hooks, fasteners, decals, stickers, or other materials must not be used in a manner that damages College property or leaves permanent or difficult-to-remove residue.
11. Nothing may be attached to fire-rated doors, fire protection equipment, emergency equipment, sprinkler components, or other building systems in a manner that interferes with access doors
12. Halogen lamps, fragrance plug-ins, fragrance warmers, wax melts, and open-flame items, including burning candles, are prohibited in all College workspaces due to fire safety and indoor air quality concerns.
13. Personal property brought into College workspaces is the responsibility of the employee. The College is not responsible for theft of or damage to personal property. Employees should secure personal belongings and confidential or protected records in lockable storage and secure their office/workspace when unattended, as appropriate.

Office Modifications, Furniture, and Accessories:

1. Requests for office modifications, furniture, fixtures, or accessories must be submitted through the Facilities work-order process. Facilities will review requests for compliance with College standards, building requirements, safety considerations, accessibility requirements, and available space.
2. Furniture and accessories supplied or installed by Facilities must be coordinated through Facilities.
3. Unless otherwise approved, requesting departments are responsible for costs associated with non-standard furniture, accessories, modifications, installation, relocation, or removal.
4. Standard office furniture should not be modified, altered, drilled, cut, or otherwise physically changed.
5. Personal furniture is not permitted. Departments and employees should not independently introduce furniture that creates safety, accessibility, fire, electrical, or space-planning concerns.
6. Faulty, damaged, or unsafe College-owned furniture or equipment should be reported through the appropriate work-order process for evaluation, repair, replacement, or removal.
7. Office technology requests for items such as televisions, phones, additional monitors or cabling should be submitted through the IT work order request process
8. Office wellness equipment must comply with College Procedure 403.5 – Wellness Office Equipment and any current Facilities or Human Resources requirements.
9. Standing desks and other approved wellness equipment must follow the applicable College approval, installation, and safety requirements.

10. Requests related to ergonomic needs or employees seeking accommodation related to office space, furniture, equipment, or workplace conditions should be directed through the appropriate Human Resources/ADA accommodation process when applicable.

Heating, Cooling, and Personal Climate-Control Devices:

1. Personnel heating devices (such as blankets or heating pads) are allowed but must be UL-listed and unplugged when not in use at the end of the workday.
2. Personal fans may be used when they are safe, properly positioned, and do not create a trip hazard or obstruct air movement, exits, or other building functions. Fans should be turned off when the user is away from the workspace.
3. Do not block or cover building ventilation or climate-control components, including supply diffusers, return-air grilles, thermostats, or similar devices.
4. Individuals who have concerns about the temperature in their workspace should submit a Facilities work order.
5. Employees should dress appropriately for seasonal conditions and their work environment.

Appliances:

1. Personal appliances are not permitted in individual offices or shared workspaces unless specifically approved by Facilities. These all must be UL listed devices. If approved, the employees is responsible for providing, maintaining, and operating the equipment.
2. Appliances intended for food preparation or storage should be located in designated break rooms or other common areas designed and approved for that purpose.
3. Examples of appliances subject to this standard include refrigerators, microwaves, coffee makers, water boiling devices, single-serve coffee machines, hot plates, toaster ovens, air fryers, and similar devices.
4. Facilities-owned refrigerators, microwaves, and other common-area appliances must not be relocated or replaced by departments or employees without Facilities coordination.
5. Maintenance or repair needs for College-owned appliances should be submitted through the Facilities work-order process.
6. Any appliance approved for use must be operated according to manufacturer instructions and applicable electrical (UL Listed). and fire-safety requirements

Energy Usage:

1. Employees and departments are expected to support Kirkwood's energy-management and sustainability efforts.
2. Lights and office equipment should be turned off when not needed, unless equipment is required to remain operational.
3. Equipment that does not need to remain energized should be unplugged or otherwise placed in an appropriate energy-saving mode when practical.
4. Windows and exterior doors in conditioned spaces should remain closed when heating or cooling systems are operating. Exterior doors must not be propped open when doing so could interfere with building security, emergency response, or campus lockdown functions.

Kirkwood
COMMUNITY COLLEGE

5. Energy-conservation practices should be consistent with operational, safety, accessibility, and technology requirements.
6. Daisy-chaining power strips or extension cords is not allowed. Use extension cords and power strips only as approved, ensuring they do not create electrical, fire, or trip hazards. If you need additional electrical capacity or equipment connections, please contact Facilities or IT for assistance.

Conference Rooms and Common Areas:

1. Conference rooms, break rooms, shared meeting areas, and other common spaces should be scheduled through the Colleges 25 Live System.
2. Users are responsible for leaving shared spaces clean, orderly, and ready for the next user.
3. Food, beverages, supplies, and personal belongings must be removed following meetings or events unless otherwise arranged with Catering.
4. Furniture in common areas must not be relocated or rearranged in a manner that creates safety, accessibility, or building maintenance concerns.
5. Large meetings, events, furniture changes, or other activities that may affect building operations should be coordinated with Facilities in advance.

Office Relocations and Moves:

1. Requests for office relocations or significant furniture moves must be submitted through the Facilities work-order process sufficiently in advance to allow for planning and coordination.
2. Facilities will determine the appropriate method for moving, removing, installing, or reconfiguring College-owned furniture and equipment.
3. Employees and departments should not independently move heavy, fixed, or building-integrated furniture or equipment when doing so could create a safety or property damage risk.
4. Existing furniture or equipment that is no longer needed will be the responsibility of Facilities
5. Costs associated with approved non-standard modifications, relocation, removal, or installation may be charged to the requesting department, as determined by Facilities.

Custodial Services:

1. Employees are responsible for maintaining personal work surfaces and office areas in an orderly condition so routine custodial service can be performed safely and efficiently.
2. Office trash is collected according to the established custodial service schedule. Employees should follow building-specific instructions for trash and recycling collection and should not assume daily collection.
3. Custodial staff generally do not move or clean personal items, papers, or materials on employee work surfaces. Employees should keep areas requiring custodial attention accessible.

Kirkwood
COMMUNITY COLLEGE

Related Policies and Procedures:

- Policy 308 – Use of College Equipment
- Procedure 307.2 – Maintenance Requests
- Procedure 307.3 – Energy Management
- Procedure 403.5 – Wellness Office Equipment

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
3	08/18/2026	Cabinet	Procedure Updates