

Workplace Modernization

Collaborative Space Guidelines



Shared Space

Leave clean and ready for the next user



Basic Supplies

Store in your locker bin or in the supply room, not in the shared space



Trash

Grab a recyclable bag from the locker area or take to kitchen garbage



Paper Recycling

Use recycle bins in copy/supply room



Chair Accessories

All tablet arms and cup holders are switchable side-to-side on the chairs. Grommets are also available. If you remove a table or cup holder, place it in the marked storage drawer and replace with a grommet.



Foot Rests and Shelves

When done with them, please put them back under the chair



Chairs in Plaza

Arms include cell phone charging



Table Heights

When you leave an area lower the table back to average height



Stools

Put them back where you found them when you are done using. Please leave them where they will not be a tripping hazard.



Collapsible Flip Top Table

May be moved around



Laptop Supports

Available in marked storage drawer



Wipes and Sanitizer

These are available in every area to clean the desk-top and keyboard when you leave the space and when you arrive



Markers

Put back in holder when finished using



Drinks and Food

Be considerate of your neighbor

