

Versailles Campus Culture - Open Office Area

RECOMMENDED Do's and Don'ts

DO

- DO: Keep volume low on Radios & CD players – sound should be contained within individual workstations (headsets encouraged)
- DO: Adjust Speaker phone volume level - sound should be contained within individual workstations
- DO: Set cell phones to vibrate instead of ring, or to ring on the lowest volume level when receiving incoming calls
- DO: Maintain workstations in a clean, orderly and professional fashion

DON'T

- DON'T: Burn incense or candles at workstations
- DON'T: Set up aquariums, fountains, or other related equipment
- DON'T: Plug in small electrical appliances such as heaters, fans, humidifiers, refrigerators, coffee warmers, toasters, etc.
- DON'T: Maintain more than 2 average size plants –all plants must be lower than workstation height (water safety saucers required)
- DON'T: Place any Items on top of binder bins
- DON'T: Bring non KCTCS issued furniture into workstations. All furniture **MUST** be approved through the Department of Facilities Management.
- DON'T: Obstruct workstation glass with furniture, window treatments or posters
- DON'T: Mount wall hangings with nails or screws, only approved hanging devices may be used