

## Office Etiquette Expectations

College of Human Ecology  
GTA/GRA office (Justin Hall 326)

***Justin 326 is a professional work environment and a shared office space. Therefore, the following rules of etiquette are in place in order to maintain a clean and productive work environment.***

**Security:** Justin 326 is for use by GTAs and GRAs only, from the College of Human Ecology. GTAs and GRAs may receive a code for the access door keypad from Rita Newell in the Dean's office. *Do not distribute this code to anyone.* If you are the last person in the office, please be sure to close all doors prior to leaving. Do not prop the doors open. This is a violation of fire code.

**Workspace:** GTAs and GRAs – invited to utilize workspace in Justin 326 on a first come-first serve basis each day. This includes tables, desks, and computer work stations. Do not leave unattended, personal items at a workspace. Please clean up after yourself.

**Storage:** All personal items should be stored in your locker(s). To obtain access to a locker, contact Rita Newell in the Dean's office. There is to be no storage in any public space (above the lockers, on tables, etc.) If you need additional storage, please contact your individual department. Items found in public spaces will be removed and donated to those in need. If you do secure a locker for use during your assignment, you are responsible for returning your key at the end of your assignment before leaving the K-State campus.

**Meetings:** We understand that GTAs and GRAs will occasionally need to meet with individuals in Justin 326. Please keep meetings to 4 people or less. Larger meetings should utilize a more public meeting space (i.e. Hoffman Lounge). It is also encouraged to use the kitchen area for meetings.

**Noise:** Please be respectful of your officemates. Speak in an inside voice while having conversations. Turn the volume on your headphones down. Please do not use the office for phone calls or video chat conversations.

**Technology:** All of the technology in the office is shared, public technology. Log off from your computer when you are finished. Do not eat or drink around technology. If there are issues with the technology, please contact the IT department ([support@humec.ksu.edu](mailto:support@humec.ksu.edu)). Computer workstations cannot be reserved. Please do not leave items at computer stations unattended.

**Cleanliness:** Please be respectful of your officemates by cleaning up after yourself. Please throw all trash into one of the trash cans provided. Please put recyclable items into the recycling bin. If needed, wipe down your work area when you leave. This is not your living room. Avoid propping your feet up on furniture items.

**Kitchen:** Wipe down the microwave after use. Throw away all trash. If you are throwing away leftover food, please throw it away in a trashcan outside of the office. If you are leaving food items in the refrigerator, please label them with the current date. Undated items will be thrown away. Items left for over a week will be thrown away. Every person who uses the kitchen, microwave, refrigerator, counter, sink, or other kitchen areas, is responsible for cleaning up after themselves after each use.

**If you have concerns about the use of this space, please contact the Dean's office. Phone: (785) 532-5500**

**I have read, and fully understand the contents of this document. I agree to the terms and conditions stated above.**

SIGNATURE:	DATE:	
PRINTED NAME:	Check type of appointment	GRA____ GTA____ BOTH GRA & GTA____
PRINT Email Address:	Appointment .50 or greater?	YES____ NO____