

## 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.***

***The following rules of etiquette are in place 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 are eligible to receive an access code for the door keypad. Contact Denise Ramos ([daramos@ksu.edu](mailto:daramos@ksu.edu)) in the Dean's office.
- *For security, do not distribute the room access code to anyone. Violators will lose use of the room.*
- If you are the last person in the workspace, close all doors prior to leaving.
- Do not prop the doors open. This is a violation of fire code.
- Campus police – non-emergency phone: (785) 532-6412
- Campus police – Emergency phone: 9-1-1

### **Workspace:**

- GTAs and GRAs are eligible to utilize workspace in Justin 326 on a first come-first serve basis each day.
- The workspace resources include tables, desks, computer workstations, and a black & white printer.
- Students must supply their own paper for printing.
- Printer cartridge replacements are available. Contact [support@humec.ksu.edu](mailto:support@humec.ksu.edu) (see note above printer)
- Do not leave unattended, personal items at a workspace. Clean up after yourself.

### **Storage / Lockers:**

- Lockers are available for GTAs. All lockers are assigned/checked-out on a first-come, first-served basis.
- To obtain access to a locker, contact Denise Ramos ([daramos@ksu.edu](mailto:daramos@ksu.edu)) in the Dean's office.
- If you secure a locker for use during your assignment, you are responsible for returning your key at the end of your assignment. Contact Denise Ramos in Dean's office ([daramos@ksu.edu](mailto:daramos@ksu.edu)) for instructions.
- All personal items should be stored in your locker.
- There is to be no storage in any public space (above the lockers, on tables, etc.)
- If you need additional storage, contact your individual department.
- Personal items found in public spaces will be removed without notice.

### **Meetings:**

- GTAs & GRAs occasionally need to conduct meetings in Justin 326. Meetings should be 4 people or less.
- Larger meetings should utilize a more public meeting space (i.e. Hoffman Lounge).
- The office kitchen area may also be utilized for larger group meetings when available.

### **Noise:**

- Be respectful of your officemates.
- Speak in an inside voice while having conversations.
- Turn the volume on your headphones down.
- 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@humeec.ksu.edu](mailto:support@humeec.ksu.edu))
- Computer workstations may not be reserved.

### Cleanliness:

- Clean up after yourself.
- Throw trash into the trashcans provided. Food trash is to be thrown into a trashcan outside the room.
- Put recyclable items into the recycling bin.
- Wipe down your work area to keep it clean for the next person when needed.
- This is not your living room. Avoid propping your feet up on furniture items.

### Kitchen:

- Wipe down the microwave after each use and clean up all spills in the refrigerator and other surfaces.
- Throw away all trash in the proper trash receptacles.
- Food items must never be thrown away in the room; discard food in a trashcan outside of the office.
- **Refrigerator:** food items stored in the refrigerator must be marked with initials and a current date.
  - Undated or outdated items will be thrown away with the container – no exceptions.
  - Items left for over one week will be thrown away with the container – no exceptions.
- Use of the microwave, refrigerator, kitchen counter, sink, or other kitchen areas: you are responsible for cleaning up food, food crumbs, etc. This demonstrates common respect for others who also use the space.
- **Cleaning Supplies:** paper towels, sponges, cleaning products, general room maintenance needs:
  - To request maintenance/cleaning items, email [daramos@ksu.edu](mailto:daramos@ksu.edu)

Justin 326 will undergo frequent visits to ensure compliance with this signed agreement. If you have concerns about the proper care and use of this space, please contact the Dean's office: (785) 532-5500

\_\_\_\_\_ I have read, and fully understand the contents of this document. (Initials required)

\_\_\_\_\_ I agree to follow the terms and conditions stated above. (Initials required)

SIGNATURE:	TODAY'S DATE:	
PRINT NAME:	Check the type of appointment	GRA_____ or GTA_____
Appointment <u>start</u> date:	Appointment <u>end</u> date:	<b>BOTH:</b> GRA & GTA_____
Dept. or School of assignment:	Name of Supervisor:	
PRINT Email Address:	Total Appointment .50 or greater?	YES_____ NO_____