

FACILITIES DIVISION
Policy Guidance Memorandum

Date: February 21, 2002 (Revised August 28, 2009)
SUBJECT: Guidelines to AFM Cubicle Etiquette - George Washington Carver Center
Number: PGM-02-002
EFFECTIVE DATE: Immediately Until Replaced or Superseded

1. Purpose

The following information is provided in an effort to inform and remind AFM employees of guidelines that have been established to address some areas where there needs to be an awareness of surroundings and neighbors in our open space environment at the George Washington Carver Center (GWCC). These guidelines have been compiled for your use. If you find someone is not complying with the guidelines, it should be brought to the attention of your Employee Advisory Council (EAC) representative and/or Branch Chief.

2. Guidelines

a. Visitors to the Workplace:

Hallway noise and traffic through work areas is to be held to a minimum. Employees and fellow workers should have the courtesy to announce themselves before walking up behind a person in a cubicle.

Don't assume co-workers are always available. Call to set up an appointment to visit.

Keep your cubicle clean -- others look at it, and it reflects on the Unit, Branch, or Division.

b. Workstations:

Workstations must be kept in a safe and orderly condition; free from debris and excessive amounts of files/papers/objects. Items that obstruct the access/egress to an employee's workstation are prohibited.

Should an employee require storage of "Official Records" protected by "Statutes," please contact your "Agency Records Officer." Should the need arise to have excess equipment turned in, please contact the Property and Support Services

Branch at 301-504-1745. Failure to comply will result in involvement from the Department's "Safety and Health" Manager.

Overhead bins are visible throughout the space. The only items/objects that will be allowed on the overbins will be the emergency response and evacuation team members' hats. No other items objects are to be placed on the overbins.

c. Plants:

Employees may maintain plants within their workstation or private office. However, personal plants in the common area will not be permitted. Hanging plants cannot be hung in any part of the building.

d. Appliances:

Refrigerators, toasters, coffee pots, and microwaves are available in the kitchenettes. No appliances may be maintained in the workstations, private offices, meeting rooms, or file rooms due to safety issues. The EAC provides filtered water service in Buildings 3 and 4 for a small fee. See your EAC representative to join. The cafeteria also has a microwave for public use and coffee is available to purchase.

e. Heaters/Fans:

The air temperature within the GWCC is centrally controlled. In the event that the temperature requires adjustment, the Building Services Hotline should be contacted on 301-504-2411. Personal heaters or fans in the workstations or private offices cannot be utilized due to potential circuit failures and safety issues. However, the "Cozy Legs Heating Panel" has been approved and deemed safe, efficient, and effective for use at GWCC. Contact JA Ergonomics on 1-541-757-0660 or e-mail at www.ergopages.com for additional information on the Cozy Legs Heating Panel, Stand and Hi-Lo Switch.

f. Convection Units:

Since the convection units provide some of the centrally controlled air temperature in the facility, **nothing** should be placed **on top or up against** these window convection units. Additionally, the units should not be blocked, to allow easy access for required maintenance.

g. Floor Boxes:

Floor boxes are located within the confines of each workstation. Each floor box has four ports; two for voice/data communication and two for electrical (**orange** is an isolated ground and **tan** is a general use.) Please avoid safety hazards and

refrain from using and/or running extension cords throughout the office area. The **orange** electrical outlet should be used to power computer components, hard drives, and monitors.

h. Pictures:

Employees may place pictures, plaques, etc., within their workstations on desktop work surfaces or the tack able surface only. Hanging pictures, artwork, and bulletin boards on walls should be limited to private offices, meeting/conference rooms, and break rooms. However, no personal items may be placed in the common area (corridors, meeting rooms, file rooms, doors, and exterior surfaces to workstations.) The textured wall surfaces throughout the complex should not be used. Since the building is owned by the Department, the Building Services Hotline (301-504-2411) should be contacted to place large items (i.e., weighing more than 10 pounds) on the walls.

i. Chairs:

While side chairs have been provided for most of the workstations, they must be housed within a workstation, private office, or meeting room. In order to conform to General Services Administration requirements, **no chairs may be placed in the aisle or hallways with a 36" aisle way.**

j. Telephone Noise:

Turn down the volume of the ringer on your telephone instrument, and limit speaker phone conversations that are disruptive to your fellow workers.

k. Radio Volume:

The volume of your radio should not be so loud it can be heard in the adjacent workstation(s).

l. Private Conversations:

Talk quietly in a workstation. Don't gather in front of or outside the workstation because it makes it hard for others to concentrate.

Conversations of one or two people at a workstation of short duration must be conducted in a manner that does not disturb others.

Yelling over the partition or down the hallway disturbs others and should be avoided.

m. Meeting Rooms:

Use a meeting room for lengthy work discussions to avoid disturbing others.

Reservations for meetings and special occasions are scheduled on a first-come-first-served basis by using the Outlook Calendar or contacting the Facilities Division (FD), Real Property Management Branch (RPMB) on 301-504-1224.

Do not use a meeting room without first reserving it even if it appears to be vacant. Check the Outlook calendar or contact FD, RPMB to see if the room is available for use.

n. Bulletin Boards:

Bulletin Boards are available in the common areas for Official Notices. They are available in the kitchenettes for employees to post information (retirement notices, leave donations, personal notices, special occasions, and meetings, etc.).

o. Cleaning Maintenance:

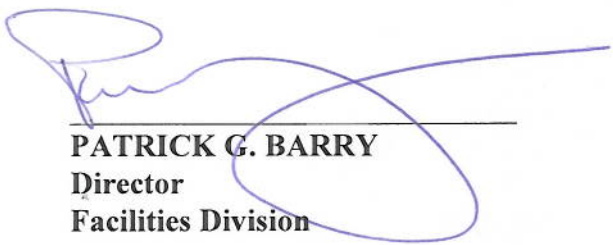
Cleaning arrangements have been made with Melwood, the prime vendor responsible for building management. Trash will be picked up once a day and vacuuming is scheduled for the afternoon.

p. Other Things to Avoid:

Be conscious of the effect strong perfume, cologne, hair spray or other fragrances may have on your co-workers. Avoid annoying habits such as tapping, humming, popping gum, etc. Don't use the copiers as a place to chat with co-workers.

3. Point of Contact

For further information, please contact FD, RPMB, on 301-504-1224 or 301-504-1222.



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