

Workspace Guidelines

4th Floor - 30 North Mills Street

Common sense tips to help us collaborate
in our workspace



Facilities Planning & Management
UNIVERSITY OF WISCONSIN-MADISON

Last Revision: 07.13.2018

Why Have Guidelines?

- Creating a common set of expectations will reduce stress in the work environment and make working together easier.
- To foster a collaborative, creative, and efficient work environment.
- To empower staff to manage issues or concerns through proactive communication with their coworkers.

Overview

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Workstations | Inside your workstation

- Be respectful of others when displaying items in your workstation. See the UW-Madison Human Resources website for more information.
<https://kb.wisc.edu/ohr/policies/>
- Stack and store items below the height of workstation partitions, with the exception of the top of workstation lockers.
- Do not use tape on any glass, walls, partitions, or ceilings which may damage the surface or leave residue. Magnets are available with office supplies.
- Be aware that odors, noise, and some foods can be bothersome or distracting to others.
- To prevent pests and odors do not store perishable food in your workstation.
- To prevent pests and odors put food waste in kitchen/lounge trash can.
- Ensure anything of value is safely stored when you are away.
- A standard “Do Not Disturb/Out of Office” will be made available for people to print and use. Please respect the posted signs when in use.

Workstations | Discussions at workstations

- To avoid disrupting others:
 - For brief conversations or questions huddle around one person's desk and have a quiet discussion.
 - Longer discussions and meetings should move to collaboration space or conference rooms.
 - Avoid loud conversations over workstation partitions.

Workstations | Outside your workstation

- Items may not be posted outside the workstation.
- Keep aisles clean and clear of obstacles.
- Make sure your presence is recognized before entering someone's workstation.
- Do not enter someone's workstation when they are not there unless you have their permission.



Workstations | Electrical Devices

- No appliances in workstations. No open electric coils.
- Issues shall be addressed on a case-by-case basis by the facility manager.
- Power strip use is governed by EH&S Acceptable Use document. This, and other fire prevention information, can be found at:
 - <http://www.ehs.wisc.edu/fireprevention.htm>
- General requirements:
 - Extension cords shall only be used temporarily and not be substituted for permanent wiring.
 - Extension cords shall be of a 3-wire grounding type.
 - The electric current carrying capacity must not be exceeded on any circuit, extension cord or power strip.
 - Extension cords may not be multiplied or plugged into one another.

Workstations | Plants

- Plants are encouraged as they filter the air, maintain humidity levels, promote productivity, and create a more welcoming environment.
- You are responsible for maintaining your plants. Make sure they are alive and healthy.



Workstations | Noise

- Be respectful of others
- Desk/Cell Phones
 - Set ring tone at a low volume or vibrate.
 - Do not use speakerphone in open areas or workstations.
 - Take cell phone with you, or mute it, when you leave your desk.
- Telephone Voice
 - Maintain a moderate volume.
 - Keep conversations brief.
 - Move to a conference/meeting room for lengthy phone calls and all teleconferences.
- Radio and Music
 - Use headphones so you are not disturbing others and/or if others are distracting you.
 - Keep audio speaker volume low enough so it can only be heard inside your workstation.
- You may politely ask people to move their discussions elsewhere if it is distracting.



Common Areas | Kitchen / Lounge

- Tables cannot be reserved for meetings – First come, first serve basis.
- Return furniture to original layout after use. Diagram will be posted.
- Sounds carries so be mindful of those working in spaces adjacent to the break area.
- For large parties, socials, and gatherings please reserve space ahead of time as a courtesy.
 - Notify 4th floor occupants of the event so they are not disturbed.

Common Areas | Kitchen / Lounge

- Always clean up after yourself.
 - Wash and put dishes away after each use.
 - Wipe down counter and table tops.
 - Clean inside of microwave after use.
- Name and date your food items that will remain in the refrigerator for more than 3 days.
 - Please limit the amount of refrigerator and freezer space you use.
- Label condiments, leftovers, etc. with “ALL” or “COMMUNITY” if anyone can use.

Common Areas | Kitchen / Lounge

- Cleaning the kitchen / lounge will be on a volunteer basis and is up to all 4th floor occupants to clean up after themselves and help with general cleaning.
 - If you see something, clean it up.
 - Volunteers are needed to clean specific items such as the sink, coffee maker, microwaves, refrigerators, etc.
 - If this system fails to keep the kitchen/lounge clean then a scheduled, assigned cleaning schedule will be created and posted.

Common Areas | Kitchen / Lounge

- Common supplies are provided and shared by staff members.
 - The use of reusable dinnerware and flatware is encouraged. Reusable supplies are located in kitchen/lounge.
 - Recycling containers are provided in kitchen/lounge.
 - Disposable plates, cups, napkins, flatware, table cloths, etc. are available for office events.
 - Cleaning supplies will be ordered by receptionist or another designated person.
- Lunch & Learns
 - Use conference rooms.
 - Should not disrupt staff members working near conference rooms.
 - Take all food/garbage from conference room to kitchen/lounge garbage.
- Bulletin Boards are provided for:
 - Work related items
 - Non-work related items of interest to staff and adhere to UW-Madison HR Policies <https://kb.wisc.edu/ohr/policies/>
- Bringing in food, treats and snacks to share and/or celebrate significant events are at the discretion of the individual and highly encouraged.

Common Areas | Printing Area, Supply Room

- Always clean up after yourself.
- Office machines are labeled with machine model and AIMS printer number.
 - The receptionist or designated person shall be notified of printer service issues and to reorder ink and paper when supplies are low.
- If you have questions on using the equipment, please ask a co-worker or your supervisor.
- A collection bin for abandoned printouts is provided. Contents will be recycled periodically.
- Print double sided and in black and white when possible to conserve resources.

Common Areas | Plan Room, Interior Design Library

- Always clean up after yourself.
- Cannot be reserved – First come first serve basis
- Return furniture to original layout after use. Diagram will be posted.
- Can be used for extended periods of time and is designed for plan review sessions.
- Sounds carries so be mindful not to disturb those working in spaces adjacent to plan area and library.
- Interior Design Room
 - The Interior Design Library is primarily a collaborative work space for designers with ongoing projects to evaluate, compare, and select products.
 - Please do not disturb, move, or clean up various collections of materials and products in the space.

Conference Rooms | 4th Floor

- Match room size to meeting/event needs.
- The room schedule can be viewed online through RoomWizard or through touch screen monitors outside each of the meeting rooms.
 - RoomWizard can be accessed online at:
<http://128.104.230.92/GroupView.action>
- Please cancel your reservation if your meeting has been cancelled or has finished early.
- Return furniture, equipment and cables to original layout after use. Diagram will be posted.
- Leave room cleaner than when you found it. Dispose of food waste in kitchen/lounge.
- Leftover food from events should be moved to the kitchen/lounge and shared with everyone in the office.
- Close doors to minimize noise for those working in surrounding workstations.
- Be mindful of meeting start and end times to keep everyone on schedule.
- Turn off lights and monitors when you leave the room.



Conference Rooms | 4th Floor

Rooms available for solitary work	Rooms unavailable for solitary work
Savanna Room 458	Lake Room 405
Glacier Room 446	Prairie Room 420
Drumlin Room 472	Meadow Room 308
Moraine Room 467	
Isthmus Room 411	
Peninsula Room 476	

NOTE: The Peninsula Room may be used for solitary work on occasion, however, its primary function is a wellness room for all staff to use.

Parking | Parking & Commuting

- Employees are encouraged to use alternative commuting options.
- Bike racks are available outside the northeast corner of 30 North Mills Street. You should always secure your bike with a lock to a bike rack.
 - Bicycles are not allowed inside the building or in stairwells.
 - Bicycle registration is required by Madison City ordinance and helps track your bike if stolen and recovered. More information at:
https://transportation.wisc.edu/transportation/bike_registration.aspx
- 30 North Mills Street is one block away from the Southwest Commuter Path.
- Several public bus routes go near 30 North Mills Street, including 04, 06, 07, 13, 27, 44, and 47. For more information, see the FP&M Transportation Services website.
https://transportation.wisc.edu/transportation/bus_routes.aspx
- There are several University parking lots near 30 North Mills Street. Employees can apply for a permit through Transportation Services. These include: Lot 51, Lot 33, Lot 45, Lot 54, Lot 29 and Lot 81.



Parking | Service / Visitor Parking

- Given limited parking, please adhere to the posted time limits on parking lot signs.
- Current parking options for Lot 50 are:
 - (5) Service Stalls, each with a 2 hour limit
 - (2) 25 minute Loading Area stalls
 - 2 hour street parking on North Mills Street and surrounding side streets. Availability is limited.
- For visitors, the nearest public parking ramps/covered lots are: Lot 29 at 21 N. Park Street and Lot 80 at the Union South Garage.

Parking | Service / Visitor Parking



Conflict Resolution

- Staff are encouraged to communicate directly with their colleagues with any concerns.
- If needed, consider asking a co-worker for advise or to be a mediator to resolve the issue(s).
- If issue still persists or there is a safety concern, reach out to your supervisor.
- UW-Madison Ombuds is another resource if you are dealing with conflicts in the workplace.
 - OMBUDS is a confidential place to collaboratively explore complaints, clarify issues, and consider options and resources to address your concerns. Ombuds is impartial and non-aligned, working to promote fairness in the workplace at UW-Madison.
 - <https://ombuds.wisc.edu/>

Questions / Feedback

Reach out to your supervisor if you have any questions regarding the office guidelines.



Workgroup

These guidelines were put together by the 30 North Mills Street 4th Floor Office Protocol & Etiquette Workgroup with feedback collected from 4th floor building occupants in 2015 & 2016.

30 North Mills 4th Floor Office Protocol & Etiquette Workgroup

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