

To: Indiana Department of Workforce Development Indianapolis
Administrative Office Staff

From: Indiana Department of Workforce Development (DWD)

Date: February 14, 2024

Subject: DWD Policy 2023-08
Workspace/Cubicle and Vending Area Housekeeping Policy for the DWD
Administrative Office in Indianapolis

Purpose

This policy establishes workspace/cubicle and vending area guidelines for DWD staff who work in DWD's Administrative Office in Indianapolis. These guidelines shall be followed by all DWD Administrative Office staff to ensure an efficient, professional, clean, and federally compliant work environment within the office for employees and visitors.

Rescission

DWD Policy 2010-21 *Workspace/Cubicle and Vending Area Housekeeping Policy for Indiana Department of Workforce Development's Administrative Office in Indianapolis*

Content

Workspace/Cubicle Areas

The following applies to the employee's individual workspace/cubicle:

- 1) All areas are to be kept neat, clean, and professional in appearance.
- 2) Only name plates, official posters, and policies provided by the agency may be displayed on the outside of workstation panels. An employee directory list may be displayed at the end of each row of cubicles.
- 3) Work surface areas and panels should be kept neat, dust-free, and clear of excess clutter. A limited quantity of personal items is acceptable in the workspace/cubicle as long as the items do not interfere with the organization and flow of the employee's work.
- 4) Coffeepots, coffee pod machines (such as Keurig machines), and space heaters are considered safety hazards and are prohibited in workspaces/cubicles. Email DWDFacilities@dwd.in.gov to report any temperature problems.
- 5) Soft drink and snack machines are available in the vending areas on the first, second, and third floors. Although beverages are acceptable in the workspace/cubicle, open containers are not acceptable. All beverages, with the exception of water and drinks in cans and bottles, must have a lid on the container.
- 6) Only one plant per cubicle is permissible and must be placed on Formica-topped furniture/non-metallic work surfaces. To prevent scratches and water/rust damage to the surfaces, plants shall not be placed on file cabinets, the tops of metal open or closed bins, or on window ledges. A

plant may not extend above or outside the cubicle walls. No plant shall be hung from the ceilings or walls.

- 7) No fish or any live animals, with the exception of approved service animals, are permitted in the workspace or cubicles.
- 8) The only authorized furniture allowed in a workspace/cubicle are products approved by the Director of Facilities/Operations.
- 9) Heavier items such as pictures, plaques, etc., may be hung on interior cubicle walls; however, only specialty hooks, approved by the Director of Facilities/Operations, may be used to hang the items. Lighter weight signage or documents may be hung using pushpins or T-pins. No adhesives are to be used on the fabric or metal portions of the panels. Magnets may be used on metal portions. All decorations must be entirely contained within the workspace.
- 10) No personal items are to be placed in the aisles or upon file cabinets and bookcases outside the cubicles.
- 11) Coat hooks provided and located on the interior cubicle wall panels are intended for light-weight items such as sweaters or suit jackets. These hooks may not be sturdy enough for coats and outerwear jackets. Coat racks are provided for hanging heavier items.
- 12) In order to maintain cabling standards and office appearance, any request for cable installation that would extend beyond an employee's workstation must be submitted to and approved by Information Technology Services. Employees are not to install any cables without Information Technology Services' approval.
- 13) Any changes or adjustments to workspace configurations must be requested and approved by the Director of Facilities/Operations. The agency contracted vendor or their authorized representative must make the changes.
- 14) Special care should be taken to maintain the appearance and life of the carpet. If a spill occurs, immediately wipe up as much as possible and report the spill to Facilities/Operations so that housekeeping can be notified.
- 15) The window blinds are to be kept completely down to the window ledge. Adjusting the amount of light allowed may be done by using the wand to set the angle of the slats.
- 16) The deep window ledges on the south and east side of the building are constructed of wall board only and covered by vinyl. These ledges cannot support weight and will mar easily; therefore, nothing - including plants - is to be placed on the window ledge.

Breakroom Areas

Microwave ovens and refrigerators are provided on each floor for employee use. The following guidelines apply:

- 1) All food items stored in refrigerators must be marked with employee name, phone number, and the date placed in the refrigerator.
- 2) At a minimum, each week the appliances will be thoroughly cleaned.
- 3) Any unresolved problems with the breakroom areas should be reported in writing to DWDFacilities@dwd.in.gov.

Courtesy Rules

- 1) Use special trashcans located in the vending areas for wrappers/trash that have food particles on them.
- 2) Individuals must remain at the microwave while it is in use.

- 3) Individuals must clean up their own spills or messes.
- 4) As the appliances are not in confined spaces, strong food aromas may be offensive to employees in nearby work areas, so staff should consider this when using the microwave.
- 5) Individuals are asked to be considerate of others in terms of microwave usage.

Action

All employees stationed in the Department of Workforce Development's Administrative Office shall follow the guidelines explained in this policy regarding their workspace/cubicle and the shared DWD vending areas in the building. Managers are responsible for ensuring that employees adhere to this Administrative Office Housekeeping Policy. Employees who fail to comply with this policy may be subject to the progressive discipline process.

Effective Date

Immediately.

Ending Date

Upon rescission.

Additional Information

Questions regarding the content of this policy should be directed to DWDFacilities@dwd.in.gov.