Rivier University
Workspace Guidelines

In support of institutional effectiveness and to achieve organizational excellence, these guidelines apply to all common spaces and offices in administrative buildings and administrative areas of multi-use buildings at Rivier University.

Professional Appearance

To ensure consistency, only University supplied materials may be displayed (artwork) and utilized (furniture) in common spaces.

Personal items are permitted on desks and partition walls provided the materials project a professional image and are not excessive.

Use of area rugs is not permitted.

Healthy, desktop plants are permitted.

Employees are expected to maintain a neat and orderly workspace, keeping the floor area clear to support Housekeeping’s efforts.

Equipment and College supplied materials

Coffee makers, refrigerators, microwaves, hot plates, etc., are prohibited in personal workspaces and may only be used in designated areas.

Only University supplied window treatments are permitted.

Personal workspace heaters and fans are permitted provided they are in compliance with University regulations.

Use of extension cords is limited and must be supplied by the Facilities department.

Safety

Windows or doors may not be blocked or obstructed at any time. Sills and thresholds must be kept clear at all times.

Altering of HVAC or ambient lighting at any time by hanging or affixing materials to diffuse or block HVAC or lighting is prohibited by employees. Health related concerns should be directed to the director of human resources.

Environment

Employees should be considerate of volume levels of conversations and equipment (computers, radios, etc.) to avoid disruptions or distractions to coworkers. Use of conference/meeting space when necessary is encouraged.

Employees should be considerate of others regarding minimizing strong odors, especially when cooking or heating foods and when eating at one’s desk.

Contact Facilities

- To report any spills or damage.
- To request the installation of shelving or art work.

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