

Shared and Unassigned Workstations Etiquette

To ensure a clean, safe, and respectful environment for everyone, follow these simple guidelines when using shared or unassigned workstations. For any other questions or concerns regarding your workstation, speak with your supervisor.



Space

- Reserve workstations and private/meeting rooms in advance (where applicable).
- Honour reservation times. Update/cancel if no longer needed.
- Use only designated or reserved workstations.



Housekeeping

- Store personal items (e.g., coats, food) in designated spaces.
- Bring only what you need for the day.
- Refrain from personal grooming.
- Avoid unplugging any shared technological equipment unless advised to do so.
- Return the space as found and dispose of waste in designated receptacles.



Health and Wellness

- Stay home if you are ill.
- Wash hands often with soap and water to prevent spread of germs.
- Clean and disinfect frequently touched objects and surfaces.



Office Ergonomics

- Adjust workstation where applicable:
 - Chair seat/work surface height: Elbow height (seated or standing) is level with the keyboard/mouse.
 - Monitor height: Eye level is at the top of the screen or slightly below.
 - Laptops: Place laptop on riser/platform. Use external keyboard/mouse.
 - For more information: <https://uoft.me/officeergonomics>



Noise and Distractions

- Keep voice at a low volume to minimize distractions to others.
- Move conversations away from designated focus/quiet spaces.
- Be conscious of non-verbal noise. Keep cell phones on vibrate or low ringtone.



Safety & Security

- Take your personal belongings when leaving or store in a secure location.
- Keep spaces and walkways clear.



Privacy and Confidentiality

- Do not leave confidential items unattended in shared spaces.
- Use private rooms for sensitive or confidential conversations or work.

Building or Office Issues?

Report building issues (e.g., temperature, odour) to your supervisor and/or local facilities group. For issues related to office furniture and equipment, contact your supervisor.