

Freehafer Hall of Administrative Services - Standards and Policy Guide

Purdue University, March 2009

Statement of Purpose

Freehafer Hall is a unique facility designed to facilitate the provision of effective and efficient support services to the University. The absence of permanent walls, with the exception of corner offices, allows flexibility in design and facilitates changes in work environments when deemed necessary. A great deal of attention has been given to providing an environment that is functional as well as aesthetically pleasing. In an attempt to preserve the quality of this environment, a number of standards have been developed.

Changes in arrangement and standards, and to some degree, concept, have been made almost continuously since moving into Freehafer Hall in 1970. It is reasonable to expect that this change will continue. In fact, going to the open plan concept was a result of the desire for flexibility. While flexibility is embraced, there is a continuing need for a minimal set of standards.

This document is intended to provide the framework within which we operate and maintain the facility and its services. Your cooperation and adherence to these standards is necessary and appreciated. Adherence to these building standards will allow the facility to be managed in a smooth, effective manner while reinforcing important procedures.

Additional questions concerning the building and its services should be directed to the Building Deputy at 49218.

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I. **SERVICES**

A. **Building (Custodial) Services**

All cleaning and housekeeping duties, including bulb replacement and sidewalk maintenance, are the responsibility of Building Services staff. Evening and night custodians are responsible for building maintenance. Contact the Building Deputy at 49218 for special services or light replacement during 8:00 a.m. – 5:00 p.m.

B. **Central Files**

The purpose of Central Files is to provide secured and protected storage space for inactive files. All inactive files will be properly arranged and identified, and retrieval service will be provided. Inactive files are defined as files required to be maintained for future reference or audit. It is recommended that material used less than once every two weeks should be stored in Central Files.

1. Only authorized personnel are to have access to Central Files and those authorized must comply with proper filing procedures.
2. General Information
 - a. Each department must maintain a current listing of all files. Forward a copy of this listing to the Central Files Supervisor as changes occur.
 - b. It is recommended that files should be sent in special file folders, envelopes and/or cartons with appropriate transmittal slips securely attached.

- c. Different types of files should not be mixed.
- d. Files are to be received in Central Files in proper sequence, i.e., alpha, numeric, etc., to aid in filing.
- e. Individual, large volume transmittals should be sent to Central Files by cart with a transmittal slip attached, if the letter lift cannot be used.
- f. File space within Central Files is to be allocated by the Supervisor of Central Files, working in conjunction with departmental staff and based upon need. Files will be retained in Central Files until otherwise authorized. (Exception: At the end of each fiscal year, Accounting and Purchasing documents with the oldest date will be automatically transferred to the ASA Building.) Space limitations will require periodic purging of materials by all departments.
- g. File material received in Central Files will be sorted by department and by file identification within the department.
- h. Transmittal slips should indicate where inter-filing is required.

3. Retrieval and Refiling

- a. Requests for file retrieval should be submitted through the Central Files website located at: <http://www.purdue.edu/frehoper/Forms/cfreq.html>. The form may also be accessed through the index on Purdue's homepage: <http://www.purdue.edu/ais/>.

File Request Form ASB #4, may still be used if necessary (i.e., LAN difficulties, off-line printers, etc.).

Emergency requests (i.e., someone on hold or in the office waiting for information) may be requested over the phone and will be handled as stated below.

- b. All emergency or rush requests which require immediate attention will be expedited by Central Files staff but must be picked up from the appropriate floor services area by departmental staff.
- c. Other than rush requests, all requested files will be sent via letter lift to Floor Services where they will be distributed by Floor Service staff as quickly as possible.
- d. When several different files are required, the requests must be submitted separately, except where files are in consecutive order.

- e. Locator cards will be used to indicate files that are checked out. If you are requesting a file for someone else, it is necessary that you include his/her name on the file request or notify Central Files staff of a transfer. This will limit the number of lost or misplaced records and relieve you of responsibility for the file.
- f. When returning material to Central Files, the transmittal form should indicate "return" or be "X'ed" out.

C. Administrative Services Annex (ASA Building), formerly known as HOOKS

This off-site facility has been provided for the purpose of archival storage. It is intended to provide additional storage space for departmental records, thereby relieving crowded conditions in Central Files and in individual work areas. Only material required to be maintained for future reference or audit purposes will be sent to ASA.

- 1. All material transferred from Central Files, or directly from a department, to ASA must be documented by box number, department/section, content, year of material and earliest possible destroy date.

Appropriate labels must be acquired from Central Files/FREH Operations Staff, accurately completed and affixed to all file boxes prior to shipment to ASA.

- 2. Once documented, a copy of the box listings must be maintained by the department and forwarded to Central Files Supervisor and the FREH Operations staff member responsible for the ASA Building.
 - a. Request for Material: Requests for material at the ASA should be submitted to the First Floor Service Staff (or placed directly in the "ASA" mailbox) on the File Request Form ASB #4. Each request should be clearly labeled "ASA" to avoid confusion and lessen the chance of misfiled records. File requests for the ASA Building must be completed in full and should not be forwarded to Central Files.
 - b. Retrieval: Every effort will be made to provide "same day service" from the ASA Building. If an immediate need for material at ASA exists and Operations staff are unavailable, keys are available for retrieval by the departmental staff by contacting the First Floor Service Staff.
 - c. Returned Material: Material to be returned to the ASA Building should be clearly marked "Return to ASA" and forwarded to First Floor Service Staff or placed in the ASA mailbox.
 - d. Files will be retained in the ASA Building until otherwise authorized (see below).

Annual trips to the ASA Building should be planned by each department to reassess retention of material stored at this building. If physical trips to the

facility are not possible, departments should communicate to FREH Operations Staff the box numbers that can be purged.

D. Building Key Policy

1. Keys are issued and controlled by the Central Files Supervisor under the direction of the Building Deputy. Building access keys will be issued to all administrative staff members if authorized by the department head and upon completion of the proper key card (ASB #5), available in Central Files.
2. Keys may be issued to clerical/service staff if authorized by the supervisor or department head and upon completion of the appropriate key card (ASB #5).
3. Control purposes necessitate that keys be issued only to specific individuals. A supply of keys will be maintained for "one time" use; however, the department head or his/her designee must approve requests for these keys and the proper key card completed (ASB #6). Operations staff will maintain follow-up control.
4. It is important that all individuals or their respective departmental representative return building keys to the Central Files Supervisor or Building Deputy upon reassignment/departure of the staff member.
5. Staff will be issued building access keys only and the need for special master keys will be individually reviewed. Questions should be directed to the Building Deputy.

E. Conference Rooms/Areas

Freehafer Hall provides space for staff to conduct business privately in any of four distinct areas. Each enclosed conference room is identified, e.g., 1-1, G-2, 2-3. The first number or letter denotes the floor, while the second number indicates the specific room.

1. Freehafer Hall Conference Rooms
 - o Large group – closed conference rooms (accommodating up to 35 persons)
Rooms 1-1, 1-2, 2-1 and 2-2
 - o Medium group – closed meeting rooms (seating 12 persons)
Rooms First Floor West Wall Break Room (1-WWB) and 2-5
 - o Small group – closed meeting rooms (seating 6-8 persons)
Rooms G-1, G-2, 1-3, 1-4, 2-0, 2-3 and 2-4
 - o Small group – open roundtable meeting places (seating 6-8 persons)
Located in Purchasing (44186); FREH SCA_1 [on 2nd floor] (40398); FREH SCA_2 [on 2nd floor] (5 persons, 66700); and, FREH SCA_3 [on 2nd floor] (4 persons, 41424)

2. Conference/Meeting Room Reservations

Conference/meeting rooms are scheduled on a first come basis. To effectively monitor room availability and usage, it is imperative that conference/meeting rooms be ***scheduled in advance*** and ***canceled as soon as possible*** if not needed. Any questions or suggestions regarding conference rooms should be directed to the appropriate Floor Service staff member, Vice President's areas or Information Technology (ITaP) staff. The following is a list of contacts:

- o FREH G-1 or G-2 – contact ITaP at 49891
- o FREH 1-1, 1-2, 1-3, 1-4, 1-5 or 1-WWB – contact First Floor Services at 47146
- o FREH 2-1, 2-2, 2-4 and 2-5 – contact Second Floor Services at 47147
- o FREH 2-0 and 2-3 – contact the Vice President for Physical Facilities office at 46359

When using FREH Conference Rooms for departmental luncheons, showers, retirement receptions, etc., your department is responsible for set-up and clean-up. The following should be done when your event is completed:

- o All decorations and refreshments should be removed from the Conference Room (including PMU Catering equipment – hold items in department pending pick-up by PMU)
- o Tables and chairs should be wiped off, if necessary
- o Remove trash can liners
- o Remove any debris on the floor
- o Return room to its original set-up

3. Audio-Visual (AV) Equipment

The following equipment is available for staff use and should be scheduled with the room as necessary:

- o FREH Projector 1 (permanently located in FREH 1-2)
- o FREH Projector 2 (permanently located in FREH 2-1)
- o Projector in FREH 2-5 (permanently located in FREH 2-5)

- o BSC Projector (Frehoper) (a portable projector but ***MUST BRING OWN LAPTOP***)
- o FREHOP Projector (Overhead) and a Slide Projector
- o FREHOP Speaker Phone
- o FREHOP Television #1 (TV and VCR)

F. Floor Services Area and Staff

The Floor Service areas are located near the letter lift at the rear of the building. Floor Services Staff, under the direction of the Building Deputy, have responsibility for the following:

- Handling all in-bound and out-bound mail
- Delivering all in-bound parcels (Federal Express, United Parcel Service (UPS), Printing Services, General Stores, Guy Brown Products)
- Maintaining and issuing limited office supplies and forms. These limited inventory items may be obtained by building staff on a self-serve basis. Contact Floor Service Clerk for a listing of supplies on-hand in the building
- Distributing all Central Files requests (except "rush" requests, which are to be picked up by departmental personnel)
- Supervising, supplying and performing basic maintenance on copy machines
- Handling vending machine problems and refunds
- Scheduling/setting up conference rooms, as well as setting up AV equipment, where appropriate
- Serving as contact for building Lost and Found

For assistance, contact Floor Services Staff at:

- Ground Floor, 47149
- First Floor, 47146
- Second Floor, 47147

1. Shared Building Equipment

FREH Operations provides and maintains assorted equipment for occupant use including audio-visual equipment, microfiche printer/reader (located on the first floor) and a number of copy machines situated throughout the building. This equipment is for use by all occupants and departments. Copy machines will continually be evaluated to best meet the immediate and/or small volume copying needs of our staff.

In order to maximize the effectiveness of these machines, it will be necessary to limit copy jobs to 250 sheets of paper. There will be exceptions to this limit due to time constraints, etc., however, exceptions should be minimized and Printing Services should be utilized if at all possible.

Printing Services guarantees 24-hour turn around on most jobs. Pickup and delivery for Freehafer Hall occurs five times daily at approximately 7:30 a.m., 9:00 a.m., 11:30 a.m., 2:00 p.m. and 3:30 p.m. Printing Services should be used for any large volume, repetitious or special projects printing jobs. If unusual circumstances require special treatment of a project, contact the Building Deputy or Printing Services staff at 42006 for assistance.

2. Distribution/Collection of Building Mail

a. Incoming Mail

U.S. and campus mail will be delivered to the building at least two times per day. The First Floor Service Staff are responsible for initial receipt and distribution to other floors. Operations Staff will place mail in departmental/sectional mailboxes for pickup by department or section personnel.

b. Outgoing Mail

U.S. and campus mail should be delivered to the respective Floor Services area by departmental staff with a complete address ready for mailing.

Staff members are encouraged to take outgoing mail to the Floor Services area throughout the day. The last daily pickup from Freehafer Hall is 3:30 p.m. (Floor Service Staff will need sufficient processing time to meet this deadline.) First Floor Service Staff will prepare mail for pickup by University Mail Services. Charges for special deliveries, UPS, Fed Ex, etc., will be processed against appropriate departmental funds through the use of Mail Form # 23.

c. Registered and Certified Mail

Registered or certified mail will continue to be processed per current Business Procedures Manual instructions through University Mail Services, to be processed against appropriate departmental funds through the use of Mail Form # 23.

d. Intra-Building Mail

Mail within the building will be received and delivered by FREH Operations Staff via the letter lift and mailboxes. Collection and distribution of mail within the building will be on a continuous basis.

e. Mail Schedule

Mail schedules for Freehafer Hall can be found at all letter lift locations and in the Receiving/Mailroom located on the first floor.

Specific drop-off locations/drawers are provided within the receiving area for outgoing mail to the following sites:

- § Calumet Campus
- § Fort Wayne Campus
- § Housing & Food Services (HFS) Human Resource Services Team
- § Hovde Hall
- § Materials Management Distribution Center (MMDC)
- § North Central Campus
- § Physical Facilities (PF) Human Resource Services Team
- § Printing Services

G. Shipping and Receiving/Supply Room Clerk/Building Deputy

The Supply Room Clerk performs the following functions:

- Receives, inspects and delivers/stores all incoming freight shipments
- Maintains limited inventory of office supplies, forms and distributes items as required – contact Supply Clerk for listing and limitations
(<http://www.purdue.edu/frehoper/Forms/suppreq.html>)
- Handles special mailing requests, including wrapping packages to meet mailing regulations
- Performs preventative maintenance on copy machines
- Assists with departmental moves

The Supply Room is located on the Ground Floor next to Central Files. If assistance with any of the previously listed functions is required, the Shipping and Receiving/Supply Room Clerk/Building Deputy may be reached at 49218

II. Safety/Emergency Procedures

A. Safety/Emergency Procedures

- In case of an emergency, immediately contact the Purdue University Police at 911
- If time permits and the Police have been notified, Safety and Security staff (located in FREH) are trained in emergency procedures and may be contacted at 41424
- First Aid kits for minor injuries are available on each floor – contact Floor Service Staff for assistance
- Refer to the Emergency Procedure Handbook, issued by Safety and Security, for complete instructions on all types of emergencies

B. Severe Weather Warning System Procedures

The severe weather warning system for Freehafer Hall utilizes the building audio system. In the event of severe weather, Purdue University Police will activate the Freehafer Hall alarm. When activated, the sound-masking system will cease and a verbal message will follow.

If the Police are advising of a tornado warning, the message will be as follows:

"ATTENTION PURDUE UNIVERSITY EMERGENCY RECEIVERS. A tornado warning has been issued for this area. All building occupants are advised to proceed to a safe area."

An all clear message will sound once the warning has been canceled:

"ATTENTION PURDUE UNIVERSITY EMERGENCY RECEIVERS. The warning has been canceled."

When a severe weather warning is received, staff members in Freehafer Hall should immediately take shelter away from walls containing any glass, preferably in the basement. Entering smaller solid walled rooms such as restrooms, conference rooms or stairwells will insure greater safety. It is recommended that staff do not exit the building in the event of severe weather.

C. Fire Procedures

Freehafer Hall is equipped with an automatic sprinkler system. Fire alarm stations and extinguishers may be found throughout the building. Take the time to become familiar with their locations. If you see fire or smoke or suspect that fire may exist in the building:

- Call the Fire Department at 911 or 46868
- Pull the nearest fire alarm, which will automatically call the Fire Department and activate the alarm
- Use building fire extinguishers, only if you can do so safely
- Leave the building by the nearest exit. Staff should evacuate to a distance of at least one hundred (100) feet from the building to allow emergency vehicles clearance.

D. Workplace Violence

Purdue University is committed to providing students, faculty, staff and visitors a safe and healthful environment. The University prohibits acts of violence or threats of violence in the campus community or the workplace. This prohibition extends to persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University. Employee involvement is essential to preventing acts or threats of violence in the workplace. Refer to [Executive Memorandum No. C-43](#) and the Emergency Procedure Handbook.

- Each employee is responsible for immediately reporting to his/her supervisor, department head, Police Department, Employee Assistance Program or Human Resource Services any such act or threat.
- Anyone who experiences, observes, or otherwise knows of an imminent act or threat of violence should immediately call the Police Department at 911.
- The University will promptly and thoroughly investigate all threats or acts of violence in the workplace.
- Bringing a knowingly false charge is prohibited.
- Retaliation against anyone for reporting a violation or for cooperating in an investigation is prohibited. Retaliation includes but is not limited to acts of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against an individual or group.
- The University will strictly enforce rules against possessing or storing firearms or other weapons in the workplace (refer to Vice President and Treasurer Memorandum No. A-16).
- Any employee who violates this policy will be subject to disciplinary action, up to and including termination. The University will support criminal prosecution or other remedial action against any person who violates this policy.
- The Human Resource Services and Police Departments at each campus will share responsibility for administering this policy at their Campus.

III. Departmental Moves

A. Points to Keep in Mind Regarding a Departmental Move

1. Any proposed rearrangement, addition or removal of furniture or panels should be referred through the departmental representative to the Design Studio.
2. Any move must be in accordance with:
 - o Freehafer furniture and finishes standards – work with the Design Studio before purchasing any furniture
 - o Effect on other work areas
 - o Safety and security standards and/or codes
 - o The Americans with Disabilities Act

B. Steps for Accomplishing Departmental Moves

1. All departmental moves must be initiated by the department head or his/her representative. To be placed on the Design Studio project log, submit the request in writing to the Design Studio coordinator (Email is acceptable) with the following details:
 - o Department and departmental contact
 - o Number of people involved in move

- Funds availability
 - Number of phones or computers involved in the move
 - Effect on adjacent workspaces
 - Target completion date desired
2. Upon receipt of the written departmental request, the Design Studio will contact the Building Deputy. The Design Studio will also contact the requesting department to discuss the proposed moves in detail. Depending on the initial scope of the project, the Design Studio will advise the department to submit either a PF Form P59-1 (for projects costing greater than \$1,000) or a PF Form 18-A (for projects costing less than \$1,000) to Facilities Planning, FREH.
 3. A preliminary layout drawing will be made by the Design Studio and reviewed by all parties. If not acceptable, the Studio will do two revisions. After discussions and departmental approval, the Studio will do a final drawing, which will be implemented as appropriate.
 4. The move date will be determined by project scope and any or all of the following:
 - Acquisition and receipt of furniture or equipment (anticipate an average of 60 to 90 day lead times after company has received the order from Purdue)
 - Assembly or installation of furniture
 - Electrical and computer wiring requirements
 - Telephone or data line relocations
 - Availability of appropriate personnel to complete the move
 5. At least two weeks prior to the move date, the department head or representative should contact the appropriate Computer Zone Group to arrange for computer changes. They will ensure appropriate PICS are activated/deactivated in coordination with networking/ITaP, to ensure the appropriate cabling is available.
 - Information Technology (ITaP Zone) (FREH-01), 44000. The ITaP Zone will take care of computer moves and their connections.
 - Business Services (FREH-02), 49195. A Zone Customer Service Representative will handle the computer moves. The departmental representative will need to sign the LAN Change Form, which may be found at:
<http://www.purdue.edu/bscompt/WebZone/Forms/Welcome.html>.
 - Physical Facilities Computing Services (PFCS) (Physical Facilities NT Domain), 67333.
 6. At least two weeks prior to the move date, the department head or representative should process Physical Facilities Form #77 to initiate phone changes, additions and deletions. Forward the completed form to the Telephone Office, Telecommunications Building (TEL) or fax to 49534.

7. The cost of all furniture, equipment and computer hook-up needs incurred as a result of the move is borne by the requesting department. All requisitions, general stores orders, work orders and phone orders will be initiated and processed by the department involved. Any additional furniture or equipment requirements beyond existing departmental inventory must be coordinated with the Design Studio prior to proceeding.
8. Preparing for the move:
 - o Each departmental staff member should pack all of his/her personal items in boxes provided by Freehafer Operations. It may also be necessary for him/her to pack materials on bookshelves or in file cabinets.
 - o The departmental representative should contact the Building Deputy at 49218 about any plants that need to be moved. Only Physical Facilities Grounds Departmental Staff should move the plants.
 - o Any questions regarding a departmental move should be directed to the Building Deputy at 49218.

IV. General Guidelines

A. Individual and Departmental Work Areas

All work areas in Freehafer Hall must be kept as neat and uncluttered as possible. This is not only a matter of aesthetics but also one of efficiency in the use of our valuable floor space. It is the responsibility of each staff member to continuously monitor his/her work area with this in mind. Beyond individual workspaces, it becomes the responsibility of all supervisors and ultimately each department head to closely monitor their respective areas to assure compliance. Every effort will be made by Operations Staff to work with departmental personnel to accommodate storage and filing needs.

It is recommended that only active material, which is needed at least once every two weeks, be located in the immediate work area. This applies to all types of file materials. This approach will greatly assist with clutter in the individual workspace, the department and the building as a whole.

B. Personalization of Work Spaces

Items of a personal nature and appropriate to the office environment may be displayed within the workstation with discretion and preferably in a manner not visible from the aisle. Hangers for pictures or other heavy objects are available from the Floor Services Staff. Horizontal surfaces may also be used if space is available.

C. Personal and Seasonal Celebrations

1. Personal Celebrations (e.g., birthday, service anniversary, retirement)

Decorations for personal celebrations will be acceptable on a short-term basis – for a maximum of five (5) days. It will be up to the staff involved to appropriately choose the most advantageous timing.

2. Seasonal Celebrations (e.g., Christmas, Easter, Halloween)

Decorations for seasonal celebrations will be acceptable on a short-term basis. Reasonable judgment should be used when determining how far in advance to decorate. All decorations are to be removed immediately following the holiday. To avoid potential problems, the following guidelines have been instituted:

- o Artificial fire resistant trees may be placed in carpeted areas provided such trees and ornaments are colorfast and the trees must not block aisles. Ceiling clearance including ornaments must be at least two (2) feet.
- o Electrical devices of any type should be ULTM approved and power only one device.
- o Cords should not be hung over pipes, nails or other metal objects; placed under carpet; or through doorways or other locations where the insulation may be worn to cause failure.

The following items are not acceptable within Freehafer Hall due to their extremely hazardous nature:

- o Live or cut trees
- o Baled or loose hay or straw
- o Evergreen boughs or cuttings
- o Burning candles
- o Styrofoam decorations
- o Any paper product which is not fire resistant
- o Combustible cotton and "angel hair"

D. Acoustical Panels

These partitions provide visual as well as acoustical privacy to building staff. The Building Deputy should be notified prior to moving any screen. Only trained Facilities Services Staff should move panels after receiving a PF Form #18A (<\$1,000) or a PF Form P59-1 (>\$1,000). The panels and their components are not to be moved by Freehafer staff.

While there are elements in Freehafer designed to aid in noise reduction (e.g., carpeted walls, sound-masking system, etc.), it is important to remember that Freehafer is an open design and that not all noise generated from conversations, radios/CD players and speaker phones can be eliminated. When talking or using these types of devices, be aware of the volume and possible disruptions this might be causing in the work environment.

E. Bookcases and Cabinet Tops

Bookcase and cabinet tops should not be used for material storage and should be kept as neat and uncluttered as possible. This will further enhance the quality of our work environment. Stacking items on surfaces such that they will extend above panel height is prohibited. The Building Deputy will ask for items to be lowered or removed if they obstruct the view of fire alarm strobes and exit signs or degrade the aesthetics of the professional office environment.

F. Bulletin Boards

Building bulletin boards are located at the First Floor front and rear entrances. These are provided for posting University and Freehafer Hall business. The rear entrance also has an area set aside for personal postings, which can be posted for a two-week period.

Departmental bulletin boards may be incorporated into the floor plan if space permits and if it is determined to be an item of furniture or screening in accordance with approved standards. All boards shall be controlled in accordance with University policy and procedure.

G. Certificates, Pictures, etc.

Certificates, pictures, plaques or other items of a personal interest may be displayed on bookshelves, credenzas or desks, space permitting. These items may also be hung from panels if the criteria listed under "Personalization of Work Space" are met.

H. Clothing Storage

Racks to accommodate coats and hats are located throughout the various office areas on all floors. Coat hooks, for use in individual office areas, are available from the Building Deputy.

I. Lounge Usage

Coffee breaks are to be taken in accordance with individual departmental policies. Lounges are located on all floors and equipped with vending machines, microwaves and refrigerators for staff use. Problems with the vending machines should be reported to the respective Floor Service Staff immediately. Supervisors are responsible for restricting the use of personal appliances. The electrical power in Freehafer is not sufficient to handle a large number of small appliances on the same circuit. An overloaded circuit may result in a loss of work. The use of heaters is prohibited unless approved by the Building Deputy.

J. Planters and Flowers

To provide individual privacy to building staff, planters and flowers are placed in office areas to serve as visual screens. Planters are not to be used as disposal sites. Maintenance of flowers and movement of planters is the responsibility of the Floriculturist.

K. Smoking Policy

Smoking is prohibited in Freehafer Hall.

L. Recycling Policy and Confidential Material Destruction

1. Recycling is encouraged in Freehafer Hall and is the responsibility of each occupant. Items will be collected at designated areas throughout the building; Building Services will not collect from individual offices. Collection receptacles are provided for the following materials at the following locations:
 - Office Paper – at all copier areas (boxes available from Freehafer Supply Room for individual office collection)
 - Magazines – outside Supply Room
 - Newspapers – at all elevator locations
 - Aluminum Cans – in all break room areas
 - Cardboard – inside compactor area, south of loading dock canopy
2. Confidential Material Destruction. Effective October 11, 1999, Purdue Recycling will provide shredding services for confidential paper material. Purdue Recycling will deliver and collect the containers on a request basis. An outside contractor will shred the material at their location. Refer to [Joel Zarate's October 11, 1999 memo](#).

M. Building Security

Freehafer Hall is a locked facility from 5:30 p.m. to 6:30 a.m. Maintaining a secure building is the responsibility of each employee. When the facility is locked, all employees entering should use their building key. To help maintain a secure environment, please adhere to the following:

- Do not prop any door open
- Do not open a locked door for anyone unless you are certain they are authorized

For individuals visiting Freehafer during locked hours, there is a call box located near the rear loading dock that can be utilized to phone building personnel.

Cameras have been installed for added security.