Fragrance Sensitivity in the Workplace

Many workplaces across the country are implementing fragrance free policies/zones due to those who deal with allergies. What may smell pleasant and refreshing to some could cause adverse reactions and serious health consequences in others if exposed (such as headaches, respiratory issues, asthma, skin irritations).

Although there isn’t a formal policy on campus (or within FREH), we encourage all building occupants to voluntarily refrain from the use of scented products (i.e. perfumes, air freshener, colognes, scented warmers, lotions, etc.) whenever necessary, or keep their use very light in order to accommodate those with chemical and fragrance sensitivities.

Ground floor supply room reconfiguration update

As mentioned in the last newsletter, the supply room is being downsized and reconfigured in order to split with Marketing and Media, whose department is also housed on the ground floor.

Due to this change old office supplies and/or furniture (chairs, desks, binders, etc.) should no longer be brought down or stored in this room. Additionally, it will no longer serve as a temporary holding spot for panels, cabinets, or other items departments may want at some point in their areas.

The space will continue to house office supplies and paper products supplied to departments throughout the building.

We appreciate your cooperation and patience as we continue renovations.

Deck the Cubes: Safety Considerations for Seasonal Holiday Decorations

With holiday season right around the corner, many building occupants will begin to decorate their individual and shared areas in festive, inviting, and fun ways. As you begin to think about themes, keep the following safe practices in mind:

- Festive environments should be done in ways that are inclusive and respectful of a range of cultural traditions and customs. Consider the impact of the visibility of your decorations on building occupants and visitors.
- Decorations are acceptable on a short-term basis. Reasonable judgment should be utilized to determine how far in advance to decorate. Decorations must be removed immediately following the holiday.
- Artificial fire resistant trees may be placed in carpeted areas provided such trees and ornaments are colorfast; the trees must not block aisles. Ceiling clearance including ornaments must be at least 2 ft.
- Electrical devices of any type should be UL™ approved and power only one device.
- Cords cannot be hung over pipes, nails, metal objects and/or placed under carpet. They also cannot be placed through or under doorways, or any location where the insulation may be worn to cause failure.
- Decorations must not be attached to, limit the visibility or use of, restrict access to, or otherwise interfere with the operating ability of fire alarm/fire suppression (sprinkler heads) equipment.
- Unplug electrical decorations prior to departing at the end of the day (they should never be left on overnight). Turning them off also conserves energy!
- The following items are not acceptable within FREH:
  - Live or cut trees
  - Baled or loose hay or straw
  - Evergreen boughs or cuttings
  - Burning candles
  - Styrofoam decorations
  - Combustible cotton and “angel hair”
From Point A to Point B: Departmental Moves

There is a process for moving in the building. It’s not as simple as packing up your items and moving to a new cube!

• Any proposed rearrangement, addition, or removal of furniture/panels should be initiated by the department head or her/his designee. To be placed on the In-House Design (IHD) studio project log, submit an email to the building deputy with the following details:
  - department and departmental contact
  - number of people involved in the move
  - number of phones or computers involved in the move
  - effect on adjacent work spaces
  - target completion date desired

• Moves must be in accordance with FREH furniture and finishes standards (work with IHD prior to any furniture purchases), effect on other work areas, safety/security standards and codes, and the Americans with Disabilities Act (ADA).

• Upon receipt of the request, the building deputy will contact IHD and the Director of DBM to discuss the proposed move. Depending on the initial scope of the project, IHD may advise the submission of an RPS (for projects greater than $1000.00) or a work request (for projects less than $1000.00). NOTE: if a RPS is required, the building deputy will send the form for the requestor to fill out and submit.

• The move date is determined by project scope and any (or all) of the following:
  - acquisition and receipt of furniture or equipment (anticipate an average of 60-90 days once the company receives the order from the University)
  - assembly/installation of furniture
  - electrical and computer wiring requirements
  - telephone/data line relocations
  - availability of appropriate personnel to complete the move

• The department head or designee should contact their Technical Coordinator at least two (2) weeks prior to the move date to arrange computer changes, and their departmental business office to initiate telephone changes.

• The cost of furniture, equipment, and computer installation incurred as a result of the move is the responsibility of the requesting department. All requisitions, general store orders, work orders, and phone orders are initiated and processed by the department involved. Furthermore, additional furniture or equipment requirements beyond the existing departmental inventory must be coordinated with IHD prior to proceeding.

Speakerphone Locations

Polycom speakerphones are permanently housed in all of the smaller conference rooms throughout the building: 1-3, 1-4, 1-6; 2-4, 2-5; G-1 and G-2.

If you reserve a larger conference room (1-1, 1-2; 2-1, 2-2) and need a speakerphone, be sure to include that during the reservation process so it can be setup for you in advance.

The FREH Diet

Diетing at FREH, you say? Is that even possible?

Everywhere you look there is a candy dish or there’s always some sort of celebration. Is it someone’s birthday, retirement or baby shower? Time to break out the crock pot and your favorite recipe app. Someone has a hang nail? Let’s bring in some comfort food!

However, nothing beats the HR Activity Committee’s tailgate contest on September 26 (shhhh, don’t tell anyone, especially those who are trying to diet). You may get lost in our cube city, but you’ll never starve! Dieting and Freehafer: yeah, that could be a challenge after all! 😄

PUID Cards & Door Access

ID card swipe access for A/P staff is managed through the Card Services Office based on current, official University data. Access is automatically removed (once someone leaves Purdue) or changed (if they move to another campus building).

The FREH Building Deputy manages temporary ID access for FREH building occupants who may need it (non-AP status) manually. Direct supervisors should submit a request via email that includes: staff member’s name, PUID user name and number, and the dates of access.

Conversely, FREH doors are unlocked at 6:30am Monday-Friday. However, you may notice doors unlocked a bit earlier than this. Building Services begin unlocking doors at 6:15am, and no later than 6:20am. This is their standard operating procedure to ensure all 146 campus buildings are unlocked close to the same time.