Working Guidelines - 5th Floor Williamson Building

Use of Shared Spaces, Commuter Spaces and Offices, and Meeting Rooms

Commuter Spaces – Open-Work Stations and Unassigned Offices
1. All unassigned desks in the open-work stations and unassigned offices have been designated as commuter spaces.
2. Commuter spaces are not bookable—they are available to anyone on a first come first served basis each day and for one-day only.
3. Commuters and guests using these spaces can leave items during the day (e.g. they don’t have to take items when they go to each meeting).
4. Commuters and guests can have access to a locker to store belongings. Commuters can have a locker permanently assigned to them and guests can use lockers for short-term storage – do not use open desks to keep things over night. Email TDI Facilities to get your locker key.

Meeting Rooms
1. Meeting rooms should be booked – even if you are dropping in at the last minute. Delete meetings in Outlook when you no longer need them. We have ordered a touchpad scheduling system that will sync to Outlook and be mounted on the wall outside meeting rooms. These will arrive shortly.
2. Please match your room reservation to the size of your meeting. You can find the size of meeting rooms in this map.
3. Meeting rooms can be booked for no more than two hours. To book more than that length of time, speak with Christopher Jacobs. Those needing sustained quiet for work should use the “cloister” space (room 563).

Kitchen and Eating Spaces
1. Everyone should supply, clean, and store their own mugs, dishes, and silverware (no communal space in the kitchen for storage).
2. Promptly clean, dry and remove your dishes to a desk drawer or locker. Dishes left in the sink >24 hours will be donated.
3. Remove all refrigerated food by 4pm on Friday. Condiments (labeled with the owners name and date) can remain in the refrigerated, but will be disposed of if past their expiration date.
4. Anything left in the kitchen or refrigerator will be discarded or donated every Friday afternoon.
5. If you eat in a “food friendly” zone not in the kitchen, wipe down the area when you are finished so that it is clean for others who wish to work there.

Food
Drinking is permitted at desks in the open work space, and food is permitted only in the kitchen area. Take a break from your desk when you need a snack. Snacks in meeting rooms or offices are permitted. Also, several common spaces have signs indicating that they are “food friendly” zones and snacks are permitted in these locations.

Interruptions
We encourage use of Lync, a Microsoft based chat/messenger program to signal when you need to speak with colleagues. If you do not have Lync installed on your computer, please contact TDI Computing.

Health
Our illness and work guidelines will be consistent with Dartmouth-Hitchcock. For detailed guidelines on when to come to work or not due to illness, see here. For questions, consult with your team leader or Aleen Cunningham.
Noise

Noise-level zones have been designed based on consultation with teams on their group preferences. Whether you are a visitor or an occupant of the area, please follow the guidelines below for the zone (see map).

<table>
<thead>
<tr>
<th>Zone</th>
<th>Description</th>
<th>Where</th>
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<tbody>
<tr>
<td>1</td>
<td>As quiet as possible, minimal phone calls (should be taken/made elsewhere)</td>
<td>DAC</td>
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<tr>
<td>2</td>
<td>Low level noise, short phone calls tolerated (then move to a room), speak in whispers and step into a room for &gt;1 min of conversation.</td>
<td>South side open space (e.g., evaluating health systems and conditions, ReThink Health)</td>
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<tr>
<td>3</td>
<td>Collaborative quiet, talking at desks (including phone calls) permitted.</td>
<td>North side open space (e.g., EEE, III, preference lab, global team, improvement)</td>
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