



Agency Workplace Standards

Integrity ♦ Innovation ♦ Excellence ♦ Partnerships

WESD places a high priority on providing a clean, professional workspace for staff and visitors to our facilities. Classrooms should be safe and orderly, conveying a comfortable and engaging learning environment. A contribution from all is required to achieve these goals. The following standards are intended to provide structure and consistency as we work together to take care of our shared space.

All Work Areas and Public Spaces

- All staff are responsible for cleanliness and order in our work areas and shared spaces.
- Open floor space in work areas and under desks should be kept clear of boxes and materials.
- Desk tops are cleared to allow for regular custodial cleaning.
- Workspace may be personalized or decorated within the following professional standards:
 - Decorations should be tasteful, professional, and non-offensive in nature.
 - No objects or decorations may be affixed to walls, windows, doors, or other structures without using approved materials and methods.
 - Items such as unframed pictures, posters and flyers may be attached to walls with proper materials. The use of bulletin boards provided for such materials is encouraged.
- Recycling and confidential shred bins will be in common areas rather than in every work space.
- Appliances such as microwaves, refrigerators and toaster ovens shall not be kept in work spaces.
- Space heaters are not allowed in work spaces
- Limit food consumption in work areas and discard once finished.

Cubical and Department Space

- Department administration will determine cubicle configuration based on program needs.
- Cubicles shall have a standard desk and chair, and a floor mat in carpeted areas.
- Individual staff files, books, binders, and supplies are maintained in the individual work space.
- All other supplies are maintained in the employee work room, program libraries, and department storage space.
- Work surfaces and floor space will be kept clear and only used for immediate work on hand.
- Cubicle walls have a clear glass panel at the top. All materials and supplies must be kept below the glass. The glass will be kept clear of markings, notes and accessories.

Office Space

- Department administration will determine office occupants based on program needs.
- Office space may be used for meetings with partners or visitors. Work tables should be kept as neat as possible during the work day and should be straightened prior to leaving at the end of the work day.
- No materials of any kind may be affixed to the outer office doors.
- Windows, door windows and relights will not be covered at any time.

Classroom Space

- Classroom floorplans should maximize space and reflect a learning environment suited to the students.
 - Room dividers should be low to allow observation of all classroom areas to maintain safety.
 - Quiet areas should be placed away from group activity areas where possible.
 - Activity areas requiring frequent cleanup should be placed near the sink and supplies.
- Student and class dynamics should be considered in classroom décor.
 - Some wall space should remain free of decoration/display.
 - Decorations should be appealing and relevant to students and the curriculum.
 - Display student work in designated areas, displaying each student's work and refreshing the display often.
 - Post daily schedules and student information in a consistent location easily viewed by students.
- Plants or plant materials should be used only when aligned with curriculum or instruction.
- Animals are prohibited in WESD facilities.
- Storage space should be identified and maintained in an organized fashion.
 - Items not currently used should remain in closed cabinets.
 - General classroom storage should be available to students in a manner consistent with age and instructional expectations.
 - Each child should have personal space to store their belongings.
- Classrooms should be picked up and organized at the end of the instructional day to prepare for custodial cleaning.

Conference Room Space

- Conference Rooms should be reserved prior to use.
 - Reservations should be made and canceled through the room reservation clerk or by contacting the reception desk.
 - Provide as much notice as possible for room reservations and cancelations.
 - Technology support should be included in reservations if needed. The WESD Help Desk can assist with logistics of the reservation and will provide set up.
- Cleanliness of conference space is a shared responsibility.
 - Return the room to set up condition following your meeting.
 - Contact custodians if there is a need for trash removal or cleanup prior to the next meeting.
 - If no custodial staff are available remove trash to agency dumpster.
 - Report stains or spills to custodial staff, maintenance or reception.
- Conference room doors may be blocked open only during the welcome and exit process.
- Contact the reservation clerk to report broken furniture or equipment issues.