

654 MINNESOTA STREET

Information and Guidelines for Open Office Workspace

Welcome!

654 Minnesota Street has been designed as an Open Office Workspace that offers a collaborative, fun and productive environment. We invite you to make full use of all the unique and fantastic building features – including the edible gardens! Information on how to maximize the use of our building and workspaces is below. Also, don't forget to take a walk to Esprit Park or the Dogpatch neighborhood - we are located in the sunny part of town!



You and Your Work Space

Each staff member has an assigned workspace and we encourage you to make this your own.

- You are welcome to eat at your desk, however please be considerate of aromatic foods (fish, curry, popcorn). **Remember to use the compost bins in the kitchen to dispose of your food waste!** (Do not leave food in your desk-side containers since they are not serviced daily.) Keep food sealed.
- The current power lay out in workstations do not accommodate electrical appliances such as refrigerators, coffee machines, and microwaves. **It is inappropriate to use these appliances at your workstation.** These appliances should only be used in the designated kitchen areas. Fire code prohibits use of personal space heaters.



Badges

- Employees are encouraged to wear their UCSF ID badge at all times, which is required for access to the building. The badge helps your coworkers know who you are, and to recognize you as a UCSF employee. **Don't forget your badge when leaving as Front Desk Reception might not always be able to buzz you in.*



Lock Up Your Stuff

- In compliance with UCSF policy, please use a lock to secure your laptop to your desk. All personal items should be locked in your desk's storage area. UCSF is not responsible for replacing personal items that are lost or stolen.





Working Together in Shared Spaces

There are challenges that open plan workspace brings. Collaboration also means close proximity to lots of people. The following are suggested guidelines:

Noise! We can ALL hear you!

Please be mindful of loud discussions, noise and cellphone conversations in common areas, including your workstation. (Please understand if politely asked to lower your voice or move the conversation to a huddle room.)

If you need to have a confidential conversation, please move to a huddle room. Also, use a huddle room for conversations that are longer than five minutes. If this is impossible, please keep your voice level down so as not to disturb those around you.

Avoid conversations across workstation partitions and go to a huddle room.

Pass through common spaces without disrupting those engaged in work. Look for *visual cues* that someone might not want to be disturbed (sign up, headphones on, head down, etc).

When listening to music, use headphones instead of speakers.



Phone Use

- Don't use the speakerphone option on your desk phone.
- Develop a softer telephone voice. Please park calls that are longer than a few minutes and take them in a huddle room.
- Adjust telephone ring loudness. Set desk phone to minimum ring volume. Set cell phone and/or pager to vibrate and/or flash mode.
- Consider the confidential matter of the calls you make/receive, even if they are short. Budget and personnel issues should generally be done in private rooms.

Scents

- If you receive (or bring) flowers, please be mindful that they may trigger allergies among colleagues. Please consider bringing flowers home at the end of the day.
- Keep in mind: perfume, cologne, and other scented personal care products may trigger allergies.

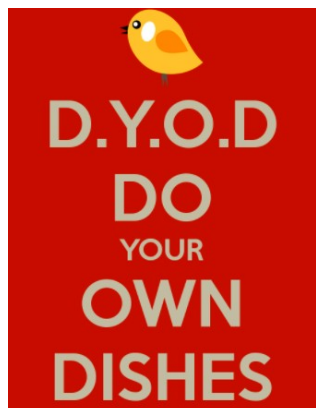
This document can be found on the Home Page of the 654 Minnesota website: 654minnesota.ucsf.edu
See the button titled "Information & Guidelines for Working in an Open Office".

Kitchen and Common Spaces

We have two fabulous kitchen locations – on the second floor and third floor - where you will find complimentary coffee, a water filtration system, refrigerators, microwaves and toasters. The kitchens may be used for gathering and collaboration space. Please watch voice levels – conversations carry.

Departments should keep dishes and utensils for departmental parties, guests and gatherings in their own work areas.

Don't miss the third floor roof deck to take in some fresh air and to enjoy your meal!



REMINDER

- We do not offer shared dishes
- Clean up after yourself
- Wipe down dirty surfaces - microwave & sink, too
- Wash and dry your dishes and take them back to your desk
- If the dishwasher is full, run it. If it is clean, unload it
- Please do not leave dishes in the kitchen area
- Wipe sink area for excess spills/water
- Do not take food that is not yours!

Composting

There are composting bins in the kitchens. **Remember to use the compost bins in the kitchen to dispose of your food waste.** Do not leave food in your desk-side containers since they are not serviced daily.

Cleaning Schedule

- The office areas are vacuumed, and available surfaces are dusted once a week.
- Deskside containers are also only serviced once per week; if you have an immediate need for trash removal, please take it to the central bins located in the kitchens.
- The refrigerators are cleaned out monthly and notifications are sent via email along with a posting of the email on the refrigerators.
- Public areas such as restrooms, kitchens, corridors, meeting rooms, etc. are serviced daily.
- Please refer to the Facilities Services 'Guide to Services' for further information:
http://campusliveservices.ucsf.edu/upload/facilities/files/Guide_to_Services_15-16.pdf

Meeting Spaces

You will find a great variety of meeting spaces designed to meet your individual and departmental needs. Please use good judgment matching the size of the conference room with the required number of meeting attendees. Due to the large number of people using these rooms, please refrain from eating aromatic foods in huddle and conference rooms.

Scheduled Conference and Huddle Rooms:

There are 15 designated conference rooms at 654 Minnesota that can be scheduled for meetings. Contact your authorized department scheduler or front desk receptionist to reserve; they are the only ones who can submit and confirm a reservation.

Alexandria Paramount Balboa Fox Tivoli Castro
Orpheum Roxie Clay Coronet Embassy
Marina Kabuki Victoria Empire

Conference rooms should be scheduled for recurring meetings; for groups of at least 4 attendees; for meetings taking longer than 30 minutes; or for meetings that require specific AV equipment.



Huddle Rooms:

Huddle rooms are designated for impromptu smaller and short-term meetings. They are unscheduled and available to all on a “first come, first served” basis. Open huddle rooms available are:

201, 211, 211A, 213, 248, 249 & 255

- Doors should be left open after use, and the lights should be turned off to signify availability.
- Please do not leave your belongings (papers, computer, etc.) for an extended period of time in the huddle rooms.
- Please refrain from decorating meeting rooms with personal items, such as awards and family pictures. You may enjoy personal items in your workstation.