

Office Standards
Guidelines for the Moran Eye Center
Updated March 2008

The John Moran Eye Center has developed the following guidelines to help faculty and staff keep our building looking professional and orderly at all times. In addition, your manager or supervisor may ask you to remove items they deem to be inappropriate or displayed inappropriately.

- Offices and workstations should be kept orderly and neat, particularly areas viewed by the public.
- Pictures should be framed and kept at a minimum as to not become too cluttered and distracting.
- Pictures, decorations, fliers, lists, memos, or other notices will not be taped to the fronts of cabinets, bins, walls or office doors. All reference materials will be placed on corkboards, or under desk mats, or will be kept in binders.
- Hanging white boards, corkboards, pictures or other materials on walls will be approved by the area manager prior to asking Facilities Management to have them mounted. Facilities Management will not hang any materials without the approval of the area manager. Staff will not hang their own materials on walls.
- Personal use items can be kept at workstations as long they are not distracting. Items not used throughout the day should be kept in drawers or cabinets.
- Plants are very attractive and add to the environment of our building. Building plants are maintained by an outside maintenance contract. If you choose to bring your own plants from home you will be responsible to take care of them and assure that they are bug free and well maintained and in appropriate and approved containers.
- Plants and other small objects may be kept on overhead bins or desk tops.
- Boxes, books binders will not be stored on top of overhead bins.
- Individualized calendars should be kept as useful tools for the workstation occupant. They will not contain offensive pictures or materials inappropriate for a work setting.
- Medical record charts should be kept at workstations in an orderly and confidential manner with numbers facing out to be easily recognized.
- Binders kept at workstations should be stored where they are accessible to the workstation occupant and not in cluttered stacks.
- Boxes should not be stored at workstations. If items are to be archived the boxes should be removed as quickly as possible.
- Music can be used at workstations as long as it is not interfering with productivity of the workstation occupant or others near the workstation. Music in the clinic and surgery areas must be approved by a manager.
- Consideration of others should be given when wearing heavy scents or having strong scented foliage at workstations.
- All workstations have different items on the desks and courtesy should be shown to these items and their workstations. Please do not remove items without permission.
- Fans and heaters may be used at workstations as long as the maximum voltage is not exceeded.
- Questions about appropriateness of materials should be directed to area managers.