

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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| Office Appearance | | SOP #: GA.026.01 |
| Effective Date | 4/29/2025 | |
| Last Revision/Review | 12.19.25 | |

1. Purpose

The purpose of these procedures is to ensure that College expectations are met regarding maintenance of a neat and orderly work environment which is: (1) welcoming to all employees, students, and guests; (2) in full compliance with safety and work product security requirements; and (3) in accord with the College values of efficiency and professionalism. These procedures apply to all College owned or controlled space, including private offices, open employee workspaces, and common areas.

2. Related Policy/Authority

Policy B1040 Non-Discrimination

Policy B1043 Title IX

Policy B2050 Data Security

Policy B4010 Facilities, Health and Safety

SOP FIN.034 Furniture, Fixtures and Equipment Purchase Controls

3. Faculty/Staff Responsibilities

The President and Dean are responsible for setting standards for the appearance and safety of the College's owned and leased facilities and may delegate the oversight and maintenance of these standards from time to time.

The Vice President of Institutional Effectiveness is responsible for the implementation and oversight of these procedures. Employee supervisors are responsible for employee compliance with these procedures. The Assistant Vice President of Human Resources is responsible for the oversight of any required employee actions related to these procedures.

4. Definitions/Abbreviations

Decorations include artworks, posters, pictures, trinkets and notes mounted to walls or displayed in the office area, as well as other items of personal property that belong to the employee.

5. Procedural Steps

1. Decorations in the workspace should not detract from the professional atmosphere of the office. Employees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, employees are expected to organize their areas, to secure work materials and to present an orderly and professional image.
2. Maintenance of employee work areas must be in full compliance with SOP.HR.016 Claims of Discrimination and Harassment and SOP IT.002 Institutional Data Security.
3. Decorations must not create safety hazards or clutter workspaces:
 - a. **Facilities & Safety Clearance**
 - i. Please ensure your workspace meets the following fire and safety codes:

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

1. Ceilings: Keep items at least 18" below the ceiling. Do not hang anything from the ceiling grid.
2. Electrical: Do not plug power strips into other power strips (piggybacking).
3. Walkways: Keep doorways, cubicle entrances, and walking paths completely clear of furniture and clutter. There must be acceptable walking space around tables and fixed furniture.
4. Burning candles and wax or fragrance oil burners are not permitted in workspaces.
5. Trash: Dispose of combustible waste immediately; do not let it pile up.

b. Furniture & Decor Guidelines

- i. Standard College-issued furniture, including desks, cabinetry, and shelving, is considered fixed and may not be removed from the office or altered.
- ii. Floor Coverings: To ensure safety and facilitate cleaning, personal area rugs and floor coverings are prohibited. The only permitted floor coverings are College-provided carpeting and approved, standing desk mats.
- iii. Wall Limits/Cubicle Wall Limits: To maintain a professional aesthetic and protect facilities, hanging decorations are limited to three (3) items per wall. Exceptions are hanging academic degrees, professional licenses and awards.
 1. Decorations must be appropriate for workplace display and are not offensive to other employees or students. The College consistently enforces its policies prohibiting workplace discrimination and harassment of any kind, including images, graphics, or other visual displays, that may constitute offensive or inappropriate workplace conduct.
- iv. Door Standards/Glass walls: Personal items, such as photos or articles, may be displayed on office doors/cubicle wall partitions provided they are attached neatly and do not cause damage to the door or cubicle wall finish. We ask that these items be kept to a minimum to avoid a cluttered appearance. Faculty, please ensure Faculty Office Hours are displayed neatly and professionally.

c. Maintenance and Professional Standards

- i. Cleanliness: Offices must be maintained in a clean and sanitary condition. To prevent pests and odors, open food containers and trash containing food waste may not be left in offices overnight.
- ii. Professional Environment: The College reserves the right to determine what constitutes a professional environment. Management may require the removal of any item, decoration, or arrangement deemed unprofessional, offensive, cluttered, or hazardous.

4. Additional Considerations

- a. Sensitive work product data must be consistently secured in work areas.
- b. Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate onsite or offsite storage areas.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- c. In shared workspaces, personal items should be kept to a minimum to maintain a clean and professional area.
 - d. Public areas such as hallways, lobbies, reception areas and common use areas should be neutral and professional. Décor in these areas are maintained by the College.
 - e. Decorations are not permitted on the outside of workstation panels or offices.
5. Faculty and staff with personal effects needing to be moved by the College's facilities personnel requires prior approval by the Department Head of Operations. There is no expectation that College personnel will help move personal effects.

In all matters, specific decorations may be approved by executive administration for officially sanctioned College events, or as may be otherwise required from time to time. Employees in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment, for repeated or egregious violations.

As with all College-owned space, the College reserves the right to have decorations removed or deny decorations.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

Annual review by the Office of Institutional Effectiveness

8. Signature

Signature on File

12/19/25

Office of Institutional Effectiveness

Date

9. Distribution List

Internal/External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/ Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|--|---------------|
| 12.19.25 | 5 | Updated parameters for décor and safety | | 12.19.25 |
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