

Agriculture and Life Sciences Complex **Occupant Rules and Guidelines** *Committed to Aesthetic Integrity*

Background:

As is the case with other new buildings on the TAMU campus, we want to define reasonable guidelines for building use and occupancy. These guidelines are meant to both maintain the aesthetic integrity of our new buildings and provide adequate flexibility to occupants. Our goal is to provide a reasonable compromise between assuring a positive work and learning environment and allowing individuals the appropriate flexibility to use and occupy their work and learning space.

This is a living document and will be revised based upon feedback from occupants and building experiences. Questions and comments should be sent to your unit proctor or the Agriculture Facilities office at 979-845-1225.

<u>Building Names</u>	<u>Abbreviation</u>
Agriculture and Life Sciences Building	AGLS
The AgriLife Center	AGCT
AgriLife Services	AGSV

Definitions

Ag Facility Manager/Coordinator (Ag FMC) – Individual identified for renovations, work request approvals, issues with Facility Services and project management.

Common Areas – Any area that can be accessed by the general public, visitors, faculty, students and staff (i.e. restrooms, break rooms, corridors, shared conference rooms, foyers, etc.).

Facility Services – Formally known as Physical Plant. This group will be contacted for maintenance issues for both building and landscape maintenance.

Mechanical Rooms - Any area whose primary usage is for mechanical equipment, telecom, CIS, or building utilities and services (i.e. phone rooms, HVAC rooms, plumbing closets, server rooms, etc.).

Unit/Floor Proctor – Individual identified as the first point of contact with building maintenance issues or the person that will distribute building complex information (i.e. power outages, fire drills, leaking faucet, water leaks, air conditioning and heating issues, etc.).

Agriculture and Life Sciences Complex Restrictions:

- 1. Any construction, renovation or significant alteration of the building exterior or interior is prohibited without approval from Ag FMC. This includes, but is not limited to:**
 - a. Painting walls, including personal offices
 - b. Moving or altering fixed furniture (cubicles, conference rooms, etc.)
 - c. Hanging monitors or installing kiosks
 - d. Removing or altering blinds/shades
 - e. Altering lights or light switches
 - f. Altering or blocking air vents

- 2. Due to safety and electrical restrictions, the following are not allowed:**
 - a. Refrigerators or cooking devices (e.g. microwaves and hot plates) except in designated areas
 - b. Portable heaters
 - c. Bicycles must be stored in provided bike racks and cannot be stored in office, corridor, stairwell, etc.
 - d. Candles or other open flames

- 3. Talk to Your Unit/Floor Proctor Before:**
 - a. Removing furniture from any room.
 - b. Hanging anything (art, clocks, posters etc) in common areas (e.g. hallways, conference rooms, foyers etc)
 - c. Hanging anything from the ceiling

Keeping Our Buildings Safe & Beautiful: General User Guidelines

General Maintenance and Safety Guidelines

1. Use proper drain plates or pads for plants to prevent damage (e.g. window sills, flooring and furniture).
2. Recycled paper, trash or empty boxes must be placed in designated areas rather than in corridors, hallways, stairways, etc..
3. Smoking is not allowed inside the buildings. Please smoke in designated smoking area only.
4. Do not tape, tack or nail any type of sign, flyer, notice, etc to any walls, doors, or windows except to tack boards and designated areas approved by unit proctor.
5. Do not paint signs, or place materials or equipment on sidewalks or drives.
6. Do not prop entry doors open and keep foyers clear for safety and egress.
7. Do not alter door or room number signs.
8. Report damaged equipment to Ag FMC or floor proctor.
9. Mechanical rooms are off limits except to authorized users.

Hanging Artwork

In individual offices, occupants may hang artwork **under 20 lbs.** We encourage you to use the following suggested hanging hardware:



- **3M Command Series:**
www.command.com
- **OOK Professional Picture Hanging Pins:**
Found at Home Depot & Amazon.com
- **Standard Picture Hangers:** Widely Available

Use of toggle bolts or drywall screws is not allowed by individual users. Please contact your floor proctor for assistance hanging items over 20 lbs.

Shared Space Artwork: All artwork hung in shared spaces (conference rooms, waiting areas, foyers, hallways, etc) must be approved by the floor proctor

Keeping Our Buildings Safe & Beautiful: General User Guidelines

Conference Rooms (Shared Space)

1. Leave conference room clean and remove all food service items
2. Do not hang anything on the walls without prior approval of building manager.
3. Report damaged equipment to building manager or department
4. Turn off all equipment and lights after use

Shower & Restrooms

1. Do not leave any personal items in the showers or restrooms
2. Report cleaning needs to the floor proctor

First Floor Classrooms and Open Access Computer Lab

1. Registrar classroom rules and regulations must be followed
2. Report any problems with equipment to the registrar's office

February, 2011