

Office Moves Procedures and Personal Furniture Policy

Hello Grads,

If you are planning to add/remove furniture, moving out of your office either because you are graduating, or asked to move to another office, we would like to provide a guideline to the procedures for vacating your current office. Being that there are many moving parts to getting an office ready for the next occupants, everyone's part plays a role in having this process run as efficiently as possible.

Moving In

1. Incoming students will be assigned offices by mid-to-late August and an email will be sent with details including intros to fellow officemates.
2. After you receive an email from the Graduate Coordinator about your official office assignment, be sure to pick up your office keys from the HR Coordinator.
3. Office space is assigned based on office availability.
4. Each office will have a table, desk chair, and bookshelf for each person assigned.

Office Hours

Some graduate TAs hold office hours in their assigned office. Please coordinate this with your office mates ahead of the quarter.

Furniture Policy

Grad students are permitted to have personal furniture in their offices as far as the following policies are adhered to:

1. Desks and chairs are provided by the department and should not be removed. If you believe there is a need to do so, please talk to the staff beforehand to determine whether this is necessary or appropriate.
2. If you want to add a piece of furniture discuss with your officemates first to make sure everyone in the office agrees.
3. If you decide to remove a personal piece of furniture:
 - a. Communicate it with your officemates.
 - b. Either make arrangements to take the piece of furniture with you or, if appropriate, toss it in the large dumpster outside the south side of the building.
 - c. Do not leave the piece of furniture outside of your office in the hall.

Graduate Student Lounge

1. Graduate students should not leave any unwanted items (especially those with sensitive information) in the common space. It is NOT a dumping ground! Please be respectful of this shared area.
2. If you see food that has clearly been left behind for a couple of days, please feel free to throw it away.

Moving Out

1. Identify all of your belongings.
2. If there are belongings you do not want but believe that your officemates may (e.g., furniture, books, etc.), talk to them and make arrangements. You can also post an announcement in the graduate student slack channel to see if other students are interested in them.
3. Remove ALL of your belongings out of your current office. The Department has a dolly and a cart that you can use.
4. If you have belongings that you do not want or is trash, toss it out either in the regular trash bin, recycle bin or shredding bin that are outside in the hallways. Any large items that do not fit in the bins outside can be tossed in the much larger dumpsters around the corner of the south side of the building on the first floor.
 - a. Do not leave any belongings in your office, in the hallway, or in the graduate lounge.

We really appreciate your assistance and team effort on this process.