

Office Appearance GUIDELINES



Office Appearance Guidelines

It is our goal to always be client and visitor ready while maximizing efficiency and productivity. We also want to ensure fulfillment and team member safety.

Our company establishes guidelines on the upkeep of the office in accordance with the values of efficiency and professionalism. As an expression of those values, all office space, including team members work areas and common areas, need to be kept neat and orderly.

Team members should keep their individual work area as presentable as possible during the regular workday. Before leaving at the end of the workday, it's a good practice to organize work areas, secure work materials and present an orderly and professional image.

Best Practices for Personal Workspaces:

- Minimize clutter on surface areas
- Dispose of unused materials and/or items
- Occasionally clean space with disinfectant clothes (especially during flu season)
- Use only pre-approved heating/cooling devices for safety
- Only pre-approved BW standard finishes and lighting in workspace
- All wall art is supplied by Barry-Wehmiller Property Group (unless approved by the site leader)

Best Practices for Common Areas:

- Counters, file cabinets and all surface areas shall remain clutter-free
- Keep aisles wide-open, free from boxes and any items that could be a safety issue or potential fire hazard
- Copy rooms to be kept neat and clutter-free
- Wash, dry and put away dishes in kitchenettes
- Wipe table and chairs after use in lunchroom
- Report clean-up spills immediately to stay safe
- While we understand decorations are often used for celebrations and holidays, please ensure they are removed in a timely manner, generally no more than two (2) weeks after the initial display date