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|  <b>STANISLAUS COUNTY<br/>COMMUNITY SERVICES<br/>AGENCY</b> | Developed by/Date:<br>Per Old DSS Manual Prior to<br>2002 | Page:<br>1 of 2 | Number:<br>7.18             |
|  | Reviewed by/Reviewed Date:<br>CSA Exec Team 12/21/15      | Replaces:       | Category:<br>Administrative |
| Title:<br><b>Office Decor</b>  |   | Approved:       |                             |

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

As a general rule, all areas of the building should be professional in appearance. Office decor should reflect a pleasant working environment for everyone; while at the same time allow some freedom of expression within individual work areas. Reasonable judgment shall govern the types of quantity of work related information and person effects which will be displayed within individual work spaces and common use areas. Items shall be exhibited in a manner which minimizes the future deterioration of the building and the overall work environment.

During festive times of the year many may like to decorate their work areas. Use good judgment when selecting and displaying decorative items. Be respectful of others who may celebrate differently than you do or who do not celebrate at this time of the year. Safety Guidelines from the County’s Safety Manual are included as a reminder that holiday decorations of any kind need to remain in compliance with County safety standards.

**Definition**

This policy will address building décor and how it relates to the visual appearance of the building as well as following safety standards and minimizing the deterioration of the building.

**Procedure**

1. Private Offices
  - a. Standardized name plates will be provided for office doors.
  - b. Wall décor should be simple and professional in appearance.
  - c. For safety purposes items should never be hung from the ceiling (to include lights, vents, sprinklers, or smoke detectors).
  - d. To prevent damage use the appropriate hardware or material to display items on walls or doors – do not use adhesive materials (contact Office Services for assistance).
  - e. Wall painting is maintained by an outside vendor – additional decorating of wall surface is not allowed (wallpaper, borders, stencils, etc.)
  
2. Work Stations
  - a. Standardized name plates will be provided for all work stations.

- b. Work station decor should be simple and professional in appearance.
- c. Use appropriate materials when attaching items to fabric panels, metal shelves, or work surfaces – do not use adhesive material (contact Office Services for assistance).
- d. For safety purposes items should never be hung from the ceiling (to include lights, vents, sprinklers, or smoke detectors).
- e. Wall clocks will be placed in staff areas visible to workstations (these are maintained by Office Services).
- f. Items should not be displayed above partition panels as this obstructs the view of co-workers and detracts from the aesthetics of the work area.
- g. Magnetic strips may be used for labeling shelving. Plastic coat hooks or additional tack boards may be used for hanging/displaying personal and work related items.

### 3. Common Areas

- a. Common areas of the building are: conference/meeting rooms, cafeteria/break rooms, staff street, restrooms, client lobbies, publicly accessed areas (Reception, Administration, Interview & visitation rooms, etc..)
- b. All items posted on walls in common/publicly accessed areas will be on a professional sign, in a sign holder, framed, or posted on a bulletin board. (all of these are arranged through Office Services). With the exception of bulletin boards these items need the Facility Managers approval.
- c. All bulletin boards will be assigned (and labeled) to specific groups to use and maintain – which includes removing all inappropriate, non-related, & old posting. Several boards will be available for all staff to use and will be maintained by Office Services (items will be date stamped and removed monthly),
- d. For safety purposes items should never be hung from the ceiling (to include lights, vents, sprinklers, or smoke detectors).
- e. Wall clocks will be provided in all common/public areas.
- f. Conference rooms will be equipped with clocks, calendars, tack strips for displaying flip charts, white boards, easels, etc.

### 4. Holiday/Festive Decorations

The following is included as a reminder of the County's safety policies. The County's Safety Manual is available on the County's Intranet Page. If you choose to decorate your work area you must do so on your own time and the following guidelines apply:

- a. Keep decorations simple – not elaborate.
- b. Electric cords may not be plugged into cubicle power sources or surge protectors plugged into cubicle power sources.
- c. If your work station has a wall outlet or is very near a wall outlet, it may be used for electric lights or decorations.
- d. Do not use long extension cords to access wall outlets – long cords present a trip hazard.

- e. Remember, any lighted/electronic decorations must be unplugged before leaving for the day or weekend – it is your responsibility.
- f. Decorations may not be placed on top of cubicles – the Call Center screens must remain clearly visible.
- g. Avoid breakable decorations.
- h. Do not hang decorations from the light fixtures and do not staple decorations onto the walls.
- i. Do not use scotch tape on walls.
- j. Do not stand on desks or chairs to display decorations
- k. Lighted candles are not appropriate – flameless candles are okay.

Any questions or concerns should be directed to your supervisor and/or manager. Decorations must be removed as soon as possible after the holiday. Failure to adhere to County safety standards will result in the removal of your decorations and other progressive disciplinary measures.