

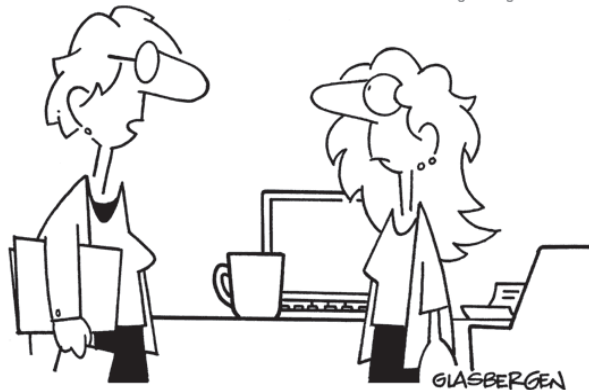
# MAIN CAMPUS

110 ELWOOD DAVIS ROAD,  
LIVERPOOL NY 13088

## Workplace information and guidelines\*

- Conference Space
- Staff Comfort
- Work Environment
- Storage
- Coming and Going

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**“We have to retake your employee ID photo.  
We accidentally made you look good.”**

\* When all else fails and using your best judgment just isn't enough.

## DEPARTMENT DUTIES

- Each department is responsible for configuring their own department-specific conference rooms.
- The second-floor receptionist will make sure the main conference rooms have an ample supply of cups, coffee, paper towels, multi-purpose cleaner and other supplies.
- Setup forms for the main conference rooms should be sent to the second-floor receptionist.
- A designated staff person is responsible for reviewing fire exit procedures at the start of a meeting for guests who are not familiar with the building.
- Conference room doors should be closed when in use to avoid disturbing others.

## MEETING SUPPORT

- Each department is responsible for administering their own conference room reservations, including reservations for BOCES groups outside their own departments and for any other groups they are hosting.
- The BOCES employee whose department is using the conference room should be in charge of setting up and cleaning up the room.
- Cleanup includes wiping down counters, cleaning out the coffee maker (and grounds), cleaning up tables, etc.

## CONFERENCE ROOM FOOD

- The BOCES employee who is using the conference room should be in charge of food, including snack baskets.
- Leftovers for staff should be moved to the common lunch room. Otherwise, BOCES employees should assume that food in a conference room or in a common area is off limits unless they are specifically invited to enjoy leftovers.

## TECHNOLOGY

- BOCES will provide user-friendly directions on how to use the technology in each conference room, as well as a flow chart for common trouble-shooting issues.
- For extra help, staff members can contact Will Adams, the BOCES support technician stationed in the building, through ext. 8345.
- Training will periodically be provided on conference room technology.

## DOUBLE-BOOKING ROOMS

Conference rooms can only be “tentatively” booked for two weeks. It is important to cancel any room reservation that is no longer needed, as conference room space is in limited supply.

## CONFERENCE CALLS

Conference calls will be possible in all conference rooms.

## OUTSIDE PRESENTERS

Outside presenters should bring their own materials, including copies, whenever possible. Otherwise, the host department can make copies as needed.

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**“I almost got fired today. A coworker contracted salmonella from one of my half-baked ideas.”**

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**“Install a patch for the update of the new version. If that doesn’t work, install the new version of the update for the patch. If all else fails, install a patch for the new version of the update.”**

## CONFERENCE ROOM CAPACITIES

Name	Location	Theater	Classroom	Groups of 4	Conference Table	Technology
Cayuga	2nd Floor	70	64	TBD	NA	ceiling-mounted projector, ceiling audio, wireless screen-sharing, podium, goose-neck microphone, camera for distance learning/video conferences
Skaneateles	2nd Floor	TBD	TBD	TBD	18	wall-mounted flat screen display, ceiling audio, wireless screen-sharing
Owasco	2nd Floor	45	38	36	NA	ceiling-mounted projector, ceiling audio, wireless screen-sharing, podium, camera for distance learning/video conferences
Canandaigua	2nd Floor	45	38	36	NA	ceiling-mounted projector, ceiling audio, wireless screen-sharing, podium, camera for distance learning/video conferences.
Seneca - Small	2nd Floor	35	30	28	NA	ceiling-mounted projector
Seneca - Large	2nd Floor	145	108	96	NA	two ceiling-mounted projectors, ceiling audio, wireless screen-sharing, podium, goose-neck microphone, camera for learning/video conferences (You can show two screens at the same time.)
Honeoye (Science Center)	Basement	30	30	24	NA	ceiling-mounted projector

## STAFF COMFORT

### LUNCH ROOM

- Please bring one lunch per day to leave as much space as possible in the refrigerators .
- Please limit the number of drinks, dressings and condiments stored in the refrigerator.
- Expect the refrigerator to be cleaned out every Friday. Please LABEL your items if you do not want them thrown out.
- Departments will be assigned, on a rotating basis, to clean out the break room on Fridays.
- Remember this rule: You spill it, you clean it! This includes cleaning microwaves, toaster ovens and other appliances.

### PERSONAL APPLIANCES

Sorry, none is allowed for safety reasons. This includes heaters, personal coffee makers, refrigerators, fans and other devices.

### WATER

A water cooler/heater is located in the employee lunch room and in each conference room for your convenience. One request: Please do not enter rooms in which meetings are occurring to get water from a water cooler/heater.

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"We could hire a productivity expert, but wouldn't it be cheaper to buy a bigger coffee machine?"

## VENDING MACHINES

- Two vending machines will be available on the second floor.
- Vending machines on the first floor Adult Education campus are available to all BOCES employees.

## COFFEE

- BOCES will provide a commercial Keurig-type machine for the break room. Employees should bring their own K-cups to use in this machine for personal use.
- A hot beverage vending machine is located in the first floor staff lunchroom and is available for your use.

## FOOD IN DESKS

- Food should be kept only in sealed containers to avoid pest problems.
- Food should be disposed in only break room receptacles with liners.

## COATS & WINTER WEAR

If necessary, please get hooks and boot trays for your office or your cubicle; there are no designated coat rooms.

## PICNIC TABLES

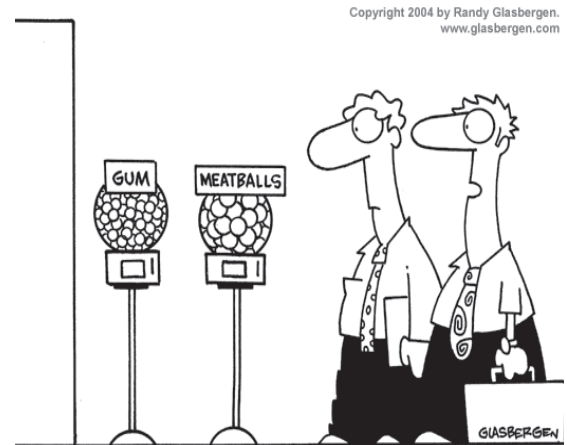
BOCES will provide outdoor tables on the Main Campus grounds in the spring, summer and fall months.

## NURSING MOTHERS

A private space will be provided for nursing mothers in a room with a vacant/occupied sign and a small lock. The receptionist will know if the room is occupied.

## SMOKING AREA

BOCES will determine a designated smoking area outside the building.



"The low-carb people demanded it."

# WORK ENVIRONMENT

## PRINTERS/COPIERS

Centralized printers/copiers are the most economical way to print, however, some smaller printers may exist at the discretion of individual departments and administrators.

## TEMPERATURE CONTROL

- Open areas have one temperature control.
- Offices have individual temperature controls.
- Conference rooms have individual controls set by maintenance at 72 degrees.



"The rest of us would appreciate it if you would leave the thermostat alone."

## WALL HANGINGS

Please do not hang anything on the walls yourself. Any pictures or other wall hangings MUST be done through a maintenance request.

## WINDOW TREATMENTS

Blinds will be installed on windows. It is common courtesy to use the blinds if the light is bothering someone.

## NOISE

- Please be aware that sound travels.
- Music should be listened to in a way that others cannot hear it.
- Please consider doing your conference calls in a conference/ meeting space or using a headset.
- If a person is loud, it is ok to tactfully ask that person to lower their noise level.
- Please alert co-workers around you if you are planning to do a conference call.

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**“I don’t mind if you nap at your desk.  
Your snoring keeps everyone else awake.”**

## PERFUMES & SCENTS

- Be considerate to the sensitivities of others.
- Please do not use air fresheners at work stations.
- Please use provided spray cans in restrooms.
- It is ok to tactfully ask someone to wear less perfume or cologne.

## ATTIRE

- A professional image is in the best interest of our organization. Remember that we represent BOCES; it is a public space with many districts coming in for conferences and meetings in any part of the building at any time.
- Please dress professionally when interacting with guests, customers and clients.

## PERSONAL PHONE CALLS

- Please refrain from making personal phone calls in your work area, which can be distracting to others.
- Small, private areas exist throughout the building for making personal phone calls.
- Personal phone calls, whenever possible, should be limited to break times.

# STORAGE

## STORAGE: SHORT-TERM AND LONG-TERM

- Each department will have a designated space for storage.
- High-density storage is available for files that are rarely accessed or labeled to be destroyed.
- A designated BOCES employee will act as a point person to approve high-density storage requests.
- Inactive records should be stored in 1-cubic-foot Bankers® boxes and labeled appropriately, noting the contents within and the destroy date. If you are uncertain about this, please contact Record Access Officer Deb Ayers.

## VISITOR PROTOCOL

- The main visitor entrance is on the south side of the building.
- A receptionist will be available at the southern entrance to greet guests and call BOCES employees to let them know someone is waiting for them.
- The receptionist will not maintain a visitor log book.
- A BOCES employee or designated staff person who is scheduling a seminar or conference should use a sign-in sheet.

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“Organized people are just people who are too lazy to look for things!”

GLASBERGEN

## PARKING

- The north side of the building is primarily designated for Adult Education students and staff.
- The east side of the building is primarily designated for BOCES employees.
- The west side of the building is primarily designated for visitors.

## MAIL

- For all U.S. mail, BOCES employees must use : PO Box 4754, Syracuse, NY 13221
- For UPS, FedEx, and other courier services, please use: 6820 Thompson Road, Syracuse, NY 13211
- Our physical address : 110 Elwood Davis Road, Liverpool NY 13088
- A pickup/drop-off by the BOCES courier service will occur daily at the Main Campus.
- Any outgoing shipments should be sent to the Central Receiving Office, Henry Campus, Syracuse, via our BOCES couriers.

## BICYCLE RACK

A bicycle rack is available on campus for BOCES employees and guests.

# BOTTOM LINE

## OUR DIFFERENCES

We can't expect every department and division to be the same. Please keep in mind that it is ok for departments and divisions to observe celebrations in their own ways and to build their own cultures.

Thank you to the members of the Main Campus committee who put this guideline together to assist our BOCES staff.