General Policies for EPP Wean Hall 4th-Floor Shared Space

Our Wean Hall 4th-floor space is shared by EPP faculty, staff, PhD students, ETIM and EPP MS students, and undergraduate students. Accordingly, we have established the following rules to help ensure an environment of mutual courtesy, respect, and safety.

Bicycles / Scooters / Lockers

- Bicycles & Scooters: Bicycles and scooters are not permitted in the office due to safety concerns.
- Lockers: Lockers are for daily use only and should not be locked. Items left overnight in the lockers may be disposed of. EPP will not be responsible for lost or stolen items. *(EXCEPTION: PhD students are permitted to use the lockers as needed until PhD desk storage has arrived.)*

Cleanliness and Organization

- Reading Materials: Reading materials should be returned to their proper tables and racks when you have finished looking at them.
- Furniture Arrangement: When working in shared spaces return the furniture back to its original location if it has been rearranged.

Kitchen Area

- General Cleanliness: The kitchen area is to be kept clean at all times. It is the responsibility of each individual to clean up spills immediately. Cleaning products, paper towels, plastic wrap, and tin foil are available under the sink.
- Food Storage: Food kept in the refrigerator must be stored in an air-tight container. If it is in a “to-go” container, it must be tightly wrapped in plastic wrap or tin foil. All containers must have an individual’s name and date on them. Labels will be available for this purpose. Any “unidentified” or “undated” food will be disposed of. A cleaning crew will dispose of everything in the refrigerator and freezer once a week.
- Microwave / Toaster Oven Use: As a courtesy to others, do not use the microwave or toaster oven for things that are likely to produce strong odors. Wipe up spills and splatters immediately.
- Leftover Food: When there is food left over from an event and you take the last of it, clean it up. Do not leave crumbs, scraps, or dirty plates and containers on the countertop.
- Overnight Food: No food should remain on the countertops or in the sink overnight. Leaving food overnight is unsanitary and will attract mice.
• Dishes and Utensils: Dishes, cups, plastic containers, and silverware left in the sink or countertops overnight will be disposed of. If you clean dishes/containers in the sink and leave behind food particles, remove the food particles from the sink and dispose of them. Wash, dry, and put away any items you have used. Nothing should be left to air dry.

Departmental Green Practices

EPP is committed to becoming a greener department. To reduce our carbon footprint we use compostable plates, bowls, cups, napkins, and flatware. We use 100% recycled copy paper, provide recycle bins, compost in the Wean Hall 4th floor kitchen. Composting is provided for most seminars, and we request that attendees bring their personal reusable cup, plate, and flatware.

See CMU’s Green Practices Committee Website for more information about initiatives for campus energy, recycling, green history, and events: www.cmu.edu/environment. Contact the front office coordinator with questions or suggestions for EPP Green Practices.

Remember to recycle! On campus recycling includes: Paper and Cardboard; Plastic/Glass/Metal; and Batteries – in all main hallways. Computers – through Facilities Management Services.

Meeting Rooms

• Room Availability & Reservations: In addition to our kitchen and lounge areas, our shared space includes five group work rooms (two large and three small), two library-quiet study rooms, four zoom rooms, lounge/gathering space, and one conference room. The zoom rooms are intended to be used for private, business-related video or phone calls - not for small group meetings or individual study space. The two quiet study rooms and lounge are available for everyone’s use and not able to be reserved. All of the other rooms will need to be reserved using a reservation system that is currently being created. The reservation system will be open to all students, details will be forthcoming. The only exception will be the conference room, Room 4110. It will be on a separate reservation system maintained by the staff. Anyone wishing to reserve the conference room may contact any of the staff members. If you reserve a room and do not need it, remove your reservation as soon as you know so that someone else will have the opportunity to reserve it. However, if you want to have a spontaneous meeting and there are open rooms, feel free to use one, understanding that anyone with a reservation has priority. The rooms and room numbers are:
  • Large Group Work Room 4105
  • Large Group Work Room 4109
  • Small Group Work Room 4104
  • Small Group Work Room 4106
  • Small Group Work Room 4108
  • Large Quiet Study Room 4208
  • Small Quiet Study Room 4210
  • Zoom Room 4203
  • Zoom Room 4205
  • Zoom Room 4207
  • Zoom Room 4209 (handicap accessible)
  • Conference Room 4110
When using any of the rooms it is your responsibility to ensure they are left in proper order:
1. Clean up after yourself and dispose of trash
2. Wipe tables–counter of any food, crumbs, or liquid left on them
3. Erase whiteboard
4. Turn off monitor
5. Put away equipment
6. Straighten chairs / tables
7. Shut off lights
8. Close and lock rooms located on the 4100 corridor

Printing

1. A Konica high-capacity network printer/copier is available in the print area located on the 4200 corridor. Instructions for installing this printer are provided in the attached pdf document. Make sure you are on “CMU Secure Network” when installing the Printer. Printer details are:
   ○ Hostname: **EPP-WEAN-4TH-KONICA.LAN.LOCAL.CMU.EDU**
   ○ If hostname does not work, you can try adding with IP Address: **172.24.115.34**
   ○ Protocol for Mac Only: AirPrint
   ○ Windows Print Server Name (Faculty and Staff DSP Customers):
     \pgh-fsprnt-01\EPP-WEAN-4TH-KONICA
2. Printouts need to be collected immediately. Uncollected printouts will be discarded daily. Do not resend to the printer multiple times – if your printout is not immediately available, it may be in the queue.
3. If printing from international sources, be sure to check on your printout quickly to make sure the printer hasn’t stopped and waiting for something other than the standard 8.5 x 11 paper. Check the paper size first before sending it to the printer.
4. If print issues arise when sending jobs to this printer, you will need to set up “print release” when printing. This will require you to go to the printer and release your print job and wait for it. Jobs will be stored up to three(3) days.

Inform a staff member immediately if you encounter problems with office equipment. We can’t get it fixed if you don’t tell us that it is not working.

In general, if you notice problems with areas not being cleaned, trash not being picked up or other general maintenance issues, inform Adam. He is the EPP liaison to CMU Facilities Management Services.

In summary, this set of guidelines aims to create a respectful, clean, and organized environment for all users of the shared space on the 4th floor of Wean Hall.