

FACILITIES GUIDELINES
Department of Music
Warren Graduate Student Offices/Practice Rooms

The following is a partial list of basic office and facility use guidelines that have been set by the University and the Department of Music. The intention of these guidelines is to provide a safe and healthy atmosphere for all graduate students. For a **complete** list of university rules, please visit the UCSD home page (<http://adminrecords.ucsd.edu/ppm/index.html>) to view the University Policy and Procedure Manual.

- 1) Only currently enrolled Graduate students may use the Warren/Music Graduate Offices. No friends or relatives. This is a working space and needs to be available for ALL Graduate students.
- 2) No living in the Warren Graduate Offices/Practice Rooms. EH&S Health and Safety codes do not permit offices to be used as housing. Anyone suspected of living in a office/practice room runs the risk of losing office privileges.
- 3) There should not be consumption of Alcoholic beverages in the office spaces. This is a working only space.
- 4) Pets are not allowed inside any Warren space, which includes the offices/practice rooms. Pets outside on university property are required to be on a leash at all times.
- 5) There can be no smoking inside any university building. There is a no smoking policy in effect at UC San Diego.
- 6) You may not alter or add anything to the inside or outside of any university space; this includes the lockers. Anything found in violation will be removed and discarded.
- 7) All materials and personal effects must be kept inside lockers or your individual desk, not on patios or in common use spaces. Anything left out will be assumed trash and will be thrown out.
- 8) The offices, practice rooms, and desks must be returned, at the end of your usage, to the condition it was in when you received it. Repairs that have to be done beyond normal wear and tear will be charged to the individual responsible.
- 9) Please clean up after yourself. Any materials left out will be presumed trash and will be thrown away.
- 10) Respect your neighbors, faculty and staff who also work in the building.
- 11) Never share your keys or access codes. Repeated offenses will result in loss of access privileges.
- 12) Because entry to the office cluster by university workers is on a need-to-do basis, please help to self monitor your office space and report anything that seems abnormal. Examples: electrical problems, fire extinguishers needing recharge, plumbing leaks. Report these to the Facilities Manager or Assistant Facilities Manager as soon as possible.
- 13) There is a dumpster provided for your use located Southeast side of the building in parking lot #508. Place larger and heavy items to be thrown away in the dumpster. The smaller waste cans around the building cannot hold heavy items because the trash liners break when removing them.

CONTACTS: Facilities Manager, (Neal Bociek), (858) 534-2769
 Assistant Facilities Manager (Brady Baker), (858) 534-8878

I have read and understand the above guidelines: If I am found in violation of these guidelines it is grounds for loss of privileges from the office spaces and my access key will be revoked.

Signature

Date

Print name