

Dated: November 13, 1989

I. Wall Hangings

- A. Bulletin boards, pictures, etc. will be installed by direction of the Maintenance Superintendent.
- B. There are to be no thumb tacks, pins, nails, or fasteners used to hang things on the walls.
- C. Any notices, postings, and unframed items will be placed on a bulletin board.
- D. Bulletin boards will be installed with wall hangers that affix to the side wall ceiling tile gridwork by a maintenance person.
- E. Framed pictures, diplomas, etc., may be hung on the wall with hangers provided by the Maintenance Department.

II. Storage areas

- A. Kitchen – base and wall cabinets
 - 1. Kept clean – free of pop cans, uncannistered staples, paper sacks, etc.
 - 2. Under the sink cupboards organized for easy access to plumbing
- B. Basement storage
 - 1. Area to be neat and orderly

III. Eating

- A. No food preparation in office areas.
- B. Food brought into the building will be picked up and put away the same day.
- C. Report any spills, insects, etc., that may need immediate attention to the Maintenance Department.

IV. Dumpster

- A. To be used strictly for County trash – NO HOME RUBBISH.

V. Smoking

- A. The following two areas are designated for smoking in the building:
 - 1. Department of Social Services break room (DSS staff only)
 - 2. Community Mental Health program area (CMH clients only)
- B. Smoking receptacles will be provided at the entrances for extinguishing cigarettes before entering the building.
- C. Entrances, hallways, restrooms, etc., will be posted with appropriate signs of “NO SMOKING”.
- D. Offenders of the “NO SMOKING” policy will be cited.

Guidelines for Use of River Raisin/Spartan/Demonstration Kitchen Rooms (dated 1/17/90):

These rooms will be used for education functions/programming and can be scheduled through the Office Manager, 264-5311.

Strict adherence to these guidelines is respectfully requested. Groups that do not follow guidelines will be unable to use the meeting rooms in the future.

1. Tables and chairs and doors are to be arranged by group using room (orange chairs go in River Raisin Room, green chairs go in Spartan Room, and gray chairs go in Demonstration Kitchen) and left in an orderly fashion when group is finished (i.e., chairs either stacked against the wall or arranged neatly around tables).
2. Tables are to be wiped off (paper towels and cleaner under sinks in Demo Kitchen and sink in River Raisin Room) after group is finished with room. If group used kitchen areas, clean sink/counter top also.
3. All trash should be put in receptacle provided.
4. Coffee pots/coffee and tee/cups will not be furnished by CES – group needs to bring their own supplies.
5. If damage occurs to equipment or something is spilled – please notify CES Staff or a custodian before leaving.
6. There might be groups meeting in the rooms next to yours so please be considerate of the noise level.
7. There is a diaper changing table in the women's public restroom.
8. Please cancel rooms as soon as you are aware you will not be using them.
9. Room schedule will be subject to review after March 31st.

DEMONSTRATION KITCHEN

In order to use CES Kitchen equipment, permission needs to be gained from someone in the Home Economics Department or the Office Manager. If used, all equipment needs to be clean and put away before leaving. Group needs to furnish their own towels/dishcloths and any other necessities. Any food/supplies stored in refrigerator needs to be taken with you when leaving the room.