

# BUILDING COMMITTEE RECAP

## TOP CONCERNS

### 1 **WORKSTATION ETIQUETTE**

Staff concerns about open workstation etiquette. Staff are taking personal phone calls, listening to music and watching videos without headphones, etc. Managers will be asked to address this with their team directly.

### 2 **LIGHTING UPDATES**

The 4th-floor staff successfully determined the preferred lighting setting for their area. A similar process will follow for the 5th floor once the lights are fully repaired. Ultimately, the lighting on each floor will be set to the collective preferred setting.

### 3 **CARD READER UPDATES**

We are currently coordinating with our fire and code authorities to ensure the installation fully complies with life safety, accessibility, and building code requirements. Design is underway with completed drawings scheduled for late March /early April. Additional updates will be shared as we move into the installation phase.

### 4 **BATHROOM PRIVACY**

We continue to work closely with the builders to finalize the repairs for the significant gaps in the bathroom partitions.

### **OTHER PRIORITIES**

- We are continuing to work with vendors to have the partition in 104 & 106 repaired

### **REMINDERS**

- Conference rooms are for staff and faculty use only. If you are hosting a student event, please submit your Event Booking Form in ServiceNow. In addition, remember to make a reservation in Zoom workspaces BEFORE using the conference room.