



OPERATING PROCEDURES — SECTION 500

NUMBER: 553A

SUBJECT: MOUNTAINLAND TECHNICAL COLLEGE BUILDING PROCEDURE

LAST REVIEWED: 1/10/2021; 3/22/2021

EXECUTIVE COMMITTEE APPROVAL: 1/10/2021; 3/22/2021

CAMPUS MEETING REVIEW: 3/30/2021

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553A.1 – PROCEDURE

- 1.1 Approval Process - The MTECH Space Committee serves as the clearinghouse for all requests subject to all of the campuses. This will serve as the guidelines for the atmosphere of the building, social events, employee amenities, décor in the common areas, and employee concerns and suggestions for all MTECH buildings.
- 1.2 Atmosphere - In regards to atmosphere, it is agreed that the campus should be a cheerful comfortable place which promotes unity among employees; a place where the contribution of each person is valued. To the students and patrons, we want to project a warm, inviting feeling in a businesslike atmosphere.
- 1.3 Individual Offices – Individual offices may be personalized as approved by the head of the division. Extra care should be taken to utilize file and other cabinets to keep surroundings looking clean and presentable.
- 1.4 Pictures – Tack boards are located throughout the building, and therefore **NO** pictures are to be hung outside of the tack boards unless prior approval is obtained through the MTECH executive staff. If an employee wants a picture hung, they should submit the request through their supervisor. If approval is granted through executive staff, they must be hung by a member of the facilities department. ***In addition, no pictures or posters should be hung on the walls, windows, or glass areas with tape or thumb tacks, they are only to be on the tack board or sign stands. NO HOLES SHOULD BE PLACED IN ANY OF THE WALLS!***
- 1.5 Office Furniture – The office furniture is placed and is somewhat permanent; that is, it will not be an every day/week occurrence that we can move the furniture from place to place. Additional furniture should not be purchased without prior supervisor approval and should not be brought from home.
- 1.6 Open Space – There will be a portion of the building that is still unassigned. It has been determined that before anyone moves into that area, MTECH Executive Staff approval must be given.

- 1.7 Common Areas – Common areas have been furnished with furniture that is warm and inviting and encourages students, teachers, and patrons to gather there. Additional decorations will be added over time through suggestions from staff, faculty, and the executive staff.
- 1.8 Employee Break Room – The employee break room is very spacious and well equipped and there is no need for teachers and staff to have microwaves or refrigerators in individual offices, they will be provided in the break room. Also, the employee break room is not to be used for meetings so that it is always available as an employee retreat or lunch room as intended (see item #10). Small appliances should not be brought from home for use in employee break rooms, offices or labs.
- 1.9 Elevator – The elevator is available for employee and student use.
- 1.10 Food in Boardroom, Classrooms and Conference Rooms – Care should be taken in all conference rooms where food is being served so that the carpet and countertops are protected. No food is to be served in individual classrooms. If an instructor is doing a class activity that involves food, arrangements should be made to use the cafeteria dining area. Food will be permitted in the boardroom on a very limited basis with prior approval from the President’s office.
- 1.11 Scheduling of Boardroom, Classrooms and Conference Rooms – Use of the boardroom, classrooms, and conference rooms needs to be scheduled through the Assistant to the President, Barbara Miner, no exceptions.
- 1.12 Cabinets in Classrooms and Labs – DO NOT stand on the countertops to access the cabinets in the classrooms and labs. We realize that the cabinets are extremely tall and it is difficult to reach items on the upper shelves. However, you should use the step ladders that are available. Facility maintenance and employee safety are our top concerns.
- 1.13 Service Animals-Only appropriately approved service animals are allowed on any of the campus grounds or in buildings. No personal pets are allowed.

We need to be mindful that all campuses were funded by tax dollars, and we need to be respectful of the outstanding educational buildings that have been provided. Compliance to the above listed procedures is mandatory.