



## LHAE Student Office Space Policies

1. Please complete the LHAE Key control form once you receive the key to your office:  
<https://forms.office.com/r/uBwrDWFawP>
2. For security reasons, lock your office when you leave and ensure the main department door is locked after 5 p.m. Your key is intended for your exclusive use. Do not share your key.
3. Be considerate regarding the items you store on your desk (e.g. food and private/sensitive items should not be stored in the space). Students who share a desk should consider that it is a shared space and not leave an excessive number of personal items in or on the desk. The Department is not responsible for any lost or stolen items.  
**Note:** If you are using a communal desk, no personal items should be left on or around the desk.
4. Please maintain your office space in a clean and organized manner. The finance and operations team will be checking offices at the end of each month to ensure that there are no health and safety concerns. If there is an issue, we will email you to let you know the concerns.
5. Office space is meant for study and research purposes related to your program. However, since the space is shared, meetings, interviews, and other disruptive activities should be conducted in other meeting spaces in the building.
6. Items such as kettles or coffee makers may pose a health and safety hazard. Please keep only computer equipment and equipment such as lamps or fans in the office.
7. Some of your office mates may be sensitive to strong fragrances. Avoid using highly scented products. LHAE is a scent-free space.
8. Having office space is a privilege, not a right. Be respectful of your office mates and the policies put into place.
9. Students who are away for more than three months – e.g., on a leave of absence or on a study or research trip – are not eligible to hold a desk during their absence. Be sure to remove your personal items and return your key to the Finance and Operations Assistant in room 6-194 before your departure. Your desk will be reassigned to another student during your absence. Failure to notify the department of a prolonged absence will result in the loss of office desk privileges for that year.
10. Desks will be reassigned each year in September. Therefore, all offices must be cleared by the mid-August. Ensure you remove all your belongings by the deadline. If you are graduating from LHAE, you may no longer hold a desk or departmental key.
11. Please ensure that you comply with the following Health and Safety requirements to mitigate the risks of electrical overloads:
  - Remove kettles, coffee makers, microwaves, fridges, and other small appliances from offices. Ensure these high wattage devices are plugged into outlets in communal areas designed to take these loads. Each floor from 6-7 & 9-12 has a kitchenette located north of the stairwell past the washrooms off the corridor.

- Additionally, there are kitchenettes in the 5th floor student lounge and the Nexus lounge. Each kitchenette is equipped with dedicated plugs that are clearly labelled for microwaves and kettles.
- We ask that members of the community not plug second power bars into pre-existing power bars in a practice known as "daisy chaining." If you are in need of additional plugs for a specific room, please contact your Business Officer or Manager to determine and work toward a safe solution.