

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Building Management  
**Policy Number:** 10.01.07  
**Policy Name:** Office Building Personalization Policy

**Original Effective Date:** 05/16/2024  
**Revision Date(s):**  
**Current Revision Date:**  
**Approved By:** Jacqueline M. Fletcher, Director

**PURPOSE:** Cuyahoga County Division of Children and Family Services (CCDCFS) established this policy statement in accordance with its values in operating and maintaining an efficient and professional work environment that requires all office areas, including an employee’s workspace and common areas be kept in a neat and orderly manner.

**SCOPE:** This policy statement applies to all CCDCFS staff members

**Definition:** A “workspace” can be defined as an employee’s designated desk, cubicle, or office area within the agency’s premises.

**POLICY**

This policy provides guidelines on the permissible personalization of workspaces, balancing professional standards with personal expression, and includes required expectations to ensure employees keep their work areas and materials in an secured, organized and professional manner, before leaving at the end of the workday.

**PROCEDURES**

**A. Professional Standards for Workspace Personalization and Security**

1. Employees are required to create and maintain a professional image by cleaning and organizing their work areas, at the end of each day, and securing confidential materials appropriately.
  - a. In order to maintain a neat, orderly, and business-like environment, nothing should be taped or otherwise attached to surfaces, such as walls, above or around workspaces, building columns, file cabinets, doors; no storing or placing items/materials on top of partitions.

2. Employees should minimize personalization of their work area or office. All personal items must remain within the confines of the employee's workspace and not encroach into walkways, neighboring workspace, or common areas. Items displayed should be appropriate for a professional setting and not feature offensive content.
3. Employees (small) personal items such as photographs, plants, and office supplies are allowed in the interior of the workstations only. Plants that are dead, overgrown or bug infested must be removed.
  - a. Do not use thumbtacks or tape on any part of the new workstations, especially the cloth. Magnets will be provided as needed.
4. Employees are encouraged to store their personal items such as coats and purses in the locking storage provided within their assigned space. Staff without units equipped with locking storage should keep their personal items secured within their immediate workspace.
5. Employees are not permitted to place items on window sills nor attach or tape anything to windows.
6. Eating at your workspace should be limited in order to minimize accidental spills and insect infestation.
  - a. Do not store food in workstations.
  - b. All beverage/cups must contain a secured lid.
7. Employees are responsible for disposing of trash in the appropriate receptacles, and encouraged to:
  - a. recycle paper at your desk, recycle bin and
  - b. recycle other materials, such as aluminum and plastic at coffee stations and break rooms
8. Employees are not permitted to prop open a card coded door equipped with an Identification (ID) swipe lock, to gain entrance into a designated area. When entering through a door, make sure the door closes behind you to ensure all areas are secure.

**B. Prohibited Items and Modifications, Include:**

1. Modifications to cubicles; the use of curtains, makeshift partitions or the movement of chairs, desks, and cabinet setup is prohibited. Cubicle setup must be kept in its original format.
2. Non-agency provided large furniture items, such as chairs or tables, are not permitted.
3. Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate onsite or offsite storage areas.
4. Personal items and work-related materials are not permitted on the tops of workstation cabinets. This area should remain clear.

5. Personal items that may damage county property, emit strong odors, create excessive noise, or cause irritation to other staff must be removed by the staff.
6. Employees should leave public areas, such as the photocopy/scanner areas, privacy pods, conference rooms, restrooms, and kitchens in a clean and orderly condition for guests and other employees.
7. Use of a space heater is prohibited.
8. When personalizing your workspace, please be aware that all appliances must comply with agency policy 10.01.08 "Use of Appliances."
  - a. Any items hung outside of workstation should be preapproved by Communications Manager and/or Operations Manager.

### **C. Decorations and Celebrations**

1. Decorations for birthdays or other celebrations are permitted but must be removed within five (5) business days.
2. Decorations should not obstruct walkways, or emergency exits, and must comply with fire safety regulations as referenced in section (A,2) above.
3. Employees are not permitted to hang any items on the walls of the building without consent.
4. Hanging items, including lights, from the ceiling tiles is strictly prohibited. These can interfere with sprinkler functionality.

### **D. Enforcement**

Workspaces should be kept clean and orderly. Regular checks will ensure compliance with health and safety standards. Management reserves the right to determine if any displayed items are unprofessional and remove them if needed.

### **SEE ALSO:**

**Cuyahoga County Division of Children and Family Services Policies and Procedures Manual**

Policy 10.01.08 Use of Appliances