Chapter 4

Activity SS4-2 Shared Workspace Guidelines

Directions: Sharing workspaces, such as a break room or an office supply room, can be frustrating when others do not respect the space. Make a list of at least five rules you would post to promote etiquette and professionalism for each of the following shared workspaces. An example has been listed for each situation.

Break Room

*Example*: Please do not leave containers, papers, etc. from lunch on the tables.

1.

2.

3.

4.

5.

Copier

*Example*: Please remove any paper jams before you leave.

1.

2.

3.

4.

5.

Office Supply Room

*Example*: Please clean up any spills (cleaners, toner, loose paper clips, etc.).

1.

2.

3.

4.

5.

Computer Lab

*Example*: Please turn off monitor when finished.

1.

2.

3.

4.

5.