

CSL Space Guidelines

KEEP YOUR DESK AREA CLEAN

Good standards of housekeeping are expected at all times. Please keep personal items to a minimum; CSL is not responsible for personal items brought into the building.

GARBAGE

Dispose of food and/or food containers in trash receptacles located in the North and South sink areas on each floor of CSL, which are emptied daily. Trash receptacles in office spaces are emptied once a week.

NOISE LEVELS

Be considerate of your office mates by keeping noise to a minimum; use headphones and step out of office when taking phone calls. If you need a private space for phone interviews, contact your office support person to book a conference room, or you may use room 204 which is first-come, first-serve during business hours.

PERSONAL SAFETY

All office desks are equipped with locks, please contact your office support person for a key. If you are the last person in the office at night, please lock the office door.

ALTERATIONS TO OFFICE

You are not permitted to alter or penetrate any floor, walls, ceilings and doors. Do not attach furniture, shelving, equipment, or other items to walls ceilings, floors, doors or partitions without written permission from CSL Facilities personnel. No additional furnishings are to be brought into CSL student spaces.

AVOID FIRE HAZARDS

Cooking appliances, water kettles, coffee makers, space heaters, and candles are not permitted. Smoking is prohibited on the University of Illinois campus. Call 911 immediately if you observe a fire.

NO ALCOHOL OR ILLEGAL DRUGS

The storage and/or consumption of alcohol and/or illegal drugs is prohibited. A violation of this rule will result in loss of your space assignment in CSL.

BICYCLES

Bikes must remain outside at all times. Storing bikes in CSL space is prohibited.

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