



## Geotechnical Research Group office “House” Rules

These rules intend to ensure a considerate and tidy office environment for all occupants. Inevitably, there will be noise and disruption at any given time; be mindful of your actions and be patient of the actions of others. Persistent disruption and untidiness will result in exclusion. Desks are allocated for the funded duration of your research by the Schofield Centre Manager (Mrs Magda Charytoniuk [mc991@cam.ac.uk](mailto:mc991@cam.ac.uk)) in consultation with your supervisor.

- Phone calls via mobile and/or Skype are made outside the office.
- A minimum of personal belongings are to be stored at desk areas; do not use spare desks for overflow purposes, or stray onto other occupied desk areas.
- Maintain a clean and tidy desk; do not allow the desk to become misaligned within the general layout of desks.
- Shelving is provided for books and files only; loose-leaf papers are stored in folders or boxes (please ask the Geotechnical Group office).
- Please refrain from eating messy food at desk areas; use areas outside of the office e.g. the Department Canteen and other break-out areas.
- The use of personal electrical equipment is not permitted.
- Actions to control the environmental conditions, e.g. temperature, airflow and lighting, within the office must be in majority agreement.
- No rubbish should be left on desks or working space. All waste should be disposed of timely and appropriately (ie. recycling, general waste, etc.)
- Do not install personal printers on desks: CUED will shortly be implementing a ban as such; you are encouraged to use the uniflow costings centre: <http://www.eng.cam.ac.uk/app/finance/printing/manage>
- The last occupant must ensure that all office doors are secured.