



Chaffey College Building Standards for Occupancy of New and Renovated Facilities

As the District invests in new and renovated facilities, it is important that these spaces remain safe, professional, welcoming, and well maintained. The following standards apply to all employees occupying new college buildings and are intended to preserve the appearance, functionality, and longevity of District facilities while creating an environment that reflects the College's commitment to excellence.

1. General Appearance

Employees are expected to maintain workspaces in a clean, organized, and professional manner. Offices, classrooms, and common work areas should present a welcoming environment for students, employees, and visitors.

2. Protection of Walls and Building Finishes

To preserve new building finishes:

- Tape, adhesives, push pins, staples, nails, screws, or other materials shall not be applied directly to painted walls, doors, cabinetry, or other finished surfaces unless specifically designed for the purpose and approved/installed by M&O.
- Employees shall not drill into walls, install shelving, mount televisions, whiteboards, artwork, or other fixtures. These requests should be processed through M&O.
- District-approved display systems should be used whenever available.
- During the warranty period no personal artwork will be mounted or installed.
- Only District approved artwork and signage will be installed in common spaces.

3. Windows

Windows are intended to maximize natural light, visibility, and the architectural design of the building.

Accordingly:

- Windows shall remain free of posters, signs, decals, paper coverings, flags, or other items unless required for official College business or approved by the District.
- Window treatments installed by the District shall not be modified or replaced.

4. Personal Decorations

Employees are encouraged to personalize their workspace in a manner that creates a comfortable and welcoming environment while maintaining a professional appearance.

Personal decorations should:

- Be limited in quantity.
 - Be tasteful, respectful, and appropriate for a professional educational environment.
 - Reflect neutral, inclusive, and non-disruptive content.
 - Not interfere with building operations, accessibility, safety, or housekeeping.
- Displays that could reasonably be perceived as offensive, discriminatory, excessively distracting, or inconsistent with the College's commitment to an inclusive learning environment are not permitted.

5. Furniture and Equipment

District furniture has been selected to support consistency, accessibility, and long-term maintenance.

Employees shall not:

- Remove District furniture from assigned spaces without approval.
- Substitute personal furniture for District furniture without prior authorization.
- Modify or repaint District furnishings or cabinetry.

6. Plants

Reasonable numbers of live plants are permitted provided they:

- Are properly maintained.
- Do not create water damage or pest concerns.
- Do not obstruct walkways, exits, or building systems.

7. Bulletin Boards and Display Areas

Only designated bulletin boards, tack boards, or display rails should be used for posting information.

Materials posted in public areas should relate to College business, student services, or approved activities and comply with applicable District posting procedures.

8. Safety and Accessibility

Employees shall not:

- Block exits, hallways, fire extinguishers, emergency equipment, electrical panels, thermostats, or accessibility features.
- Store boxes or materials on floors where they create tripping hazards.
- Obstruct HVAC vents or return air grilles.

9. Cleanliness and Housekeeping

Employees are responsible for maintaining a reasonably clean workspace.

Food should be stored appropriately, spills cleaned promptly, and waste disposed of properly to minimize odors and pests.

10. Requests for Modifications

Any request involving:

- Wall-mounted equipment
- Signage
- Artwork
- Shelving
- Furniture relocation
- Electrical or technology modifications
- Changes to finishes or fixtures shall be coordinated through the M&O Department prior to installation.

11. Responsibility

Each employee shares responsibility for protecting District assets and preserving the quality of newly constructed facilities. Supervisors are responsible for ensuring these standards are communicated and followed within their respective departments.

Guiding Principle

Our facilities represent a significant investment in our students, employees, and community. By maintaining consistent building standards, we help ensure these spaces remain attractive, functional, and welcoming for many years while supporting an environment that reflects the professionalism and excellence of Chaffey College.