

Department of Family Medicine and Population Health
Division of Epidemiology
Virginia Commonwealth University

General Policies and Procedures

The Department of Family Medicine and Population Health, Virginia Commonwealth University designates the One Capitol Square (OCS) facilities located at 830 E. Main Street, Richmond, Virginia, Floors 3 (classroom 305), 5 (student kitchen area), and 8 (eighth floor suite, including computer lab), for use by faculty, staff and students in support of the academic and administrative mission of the University. This document promulgates the policies and procedures applicable to all authorized users of One Capitol Square.

PLEASE READ THE POLICIES AND PROCEDURES, AND COMPLETE THE FORM AT THE BOTTOM OF THE PAGE TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THE POLICIES.

Definition

OCS facilities refer to both interior and exterior resources supporting the facility. Interior resources include, but are not limited to, administrative offices, classrooms, furniture, equipment, supplies, etc. Exterior resources include fences, sidewalks, landscaping, and other property directly adjacent to the main building (exterior resources are maintained by the University). Authorized users include faculty, staff and students supporting an authorized University program.

The following shall govern the use of the OCS facilities:

Access to the OCS facilities is restricted to those appropriately authorized individuals. The building is open and staffed by a security guard from 7 AM to 6 PM. Students may access the building during this time; entry may not be possible after 6PM, but exit will be possible. Students requiring after-hours access to access computing resources or for other reasons should contact the Director of Educational Programs. Faculty, staff and students are required to have their University ID with them at all times.

Use of the OCS facilities must be University related. The authorized individual is responsible for ensuring any activities or materials introduced into OCS are University related.

Persons authorized to use the OCS facilities must exercise reasonable care to safeguard access codes or related security provisions against inappropriate use.

Persons authorized access to OCS are required to refrain from activities or behavior that promotes an unsafe environment. Activities that place any faculty, staff, student, or visitor at risk are prohibited.

Intentional abuse of OCS facilities, intentional interference with official University business; failure to exercise reasonable care for equipment and furniture; and intentional breaches of security are prohibited.

Attempts to circumvent authorized access to the OCS facilities or related resources are strictly prohibited.

Smoking is prohibited in the interior of the OCS, and although allowed outside the building, it is preferred that faculty, staff, students and visitors refrain from smoking at the building entrances.

Alcohol Use. Alcohol (beer or wine) use in OCS facilities is prohibited except where pre-approved by University officials for a University sponsored event. The use of hard liquor will not be approved under any circumstances.

Behavior. It is imperative that the Department of Family Medicine: Division of Epidemiology maintains an environment that is conducive to its academic and professional missions. To that end, it is incumbent upon occupants to exercise a professional demeanor during all activities at OCS. Occupants are expected to interact, speak, and act in a fashion that will not bring discredit upon the University.

Food and Drink. Preparation of food is limited to the kitchen area. Under no circumstances will food be prepared in administrative or classroom areas. Students are encouraged to use the kitchen for food

consumption. Food and drink are not permitted in conference or meeting rooms except where previously approved by faculty for University sponsored activities. Housekeeping does not wash dishes or clean the kitchen sink and countertop space, so it is expected that individuals will wash their own dishes and dispose of any food and beverage waste, including food left in kitchen sink drain.

Cleaning. All individuals authorized access to OCS are responsible for leaving the student lounge, computer lab, conference room, restrooms, and kitchen in a clean and orderly state after their use. This includes, but is not limited to, removing trash, papers, cans, cups, utensils, and other debris associated with their period of use. Most contents of refrigerator, including plastic disposable containers of food, will be emptied into the trash each Friday evening at noon to avoid spoiled food collecting in the refrigerator.

Facility Care. Occupants of the building will refrain from propping locked doors open and one-way exit doors, windows, and other pathways without prior approval from the staff or maintenance department. Furniture and equipment should remain in the room designated unless prior approval is received. In the case that furniture or equipment is moved to another location, it is the responsibility of the person who moved the subject item to return it to the original location.

Meetings/Parties/Activities. As previously stated, use of the OCS facilities is restricted to University related events. Those seeking to hold events at the OCS must receive previous approval from the Chair of the Department of Family Medicine.

Furniture Moving. Any rearrangement of conference room or student lounge furniture must be returned to its original placement. Rearrangements must be consistent with fire codes which prohibits blocking the center exit aisle of the room.

Safety. All authorized users of the OCS facilities are expected to conduct themselves in a manner that ensures safe conditions for themselves and others. Occupants of OCS will not engage in activities, games, or events that could lead to personal injury. This includes but is not limited to running in the hallways, blocking exits and entrances, and horseplay. Firearms of any type are strictly forbidden. Individual Class Leaders and Program Directors are encouraged to perform periodic briefings on fire safety and other potential safety hazards.

Security. The Department of Family Medicine and Population Health controls access to the OCS facilities through locks and use of a University ID card. Authorized individuals are required to take the appropriate measures to secure their card against unauthorized use. Authorized individuals are prohibited from sharing their card with unauthorized users. Furthermore, building occupants are required to ensure that all doors and windows are closed and locked after each use. This applies to both interior and exterior entrances and exits.

Personal Valuables. For safety as well as security, personal valuables should not be left unattended.

Decorations. For public areas (hallways, doors, classrooms, etc.), decorations are limited to departmental approval. No personal items are to be displayed in the public areas. Personal items (pictures, certificates, etc.) may be displayed in offices.

Signature and Printed Name

Date

By signing, I am acknowledging that I have read and understood all of the One Capitol Square Building Policies and Procedures