

Applies to: All students using space managed by the Education and Campus Support Services program.

**GUIDELINES:**

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Issued: May 1, 2017

**PURPOSE:**

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To describe the guidelines for the use of spaces managed by Campus Support Services, student study spaces, study carrels, and tower social spaces.

**DEFINITIONS:**

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**FLTC Information Desk:** Information desk located on the 1st floor of FLTC inside the Euclid Ave entrance.

**Campus Support Services:** Information desk located on the second floor of the Eric P. Newman Education Center (EPNEC). 314-747-6338(MEET).

**Student Kitchen:** Kitchen areas located on the West end of the 3<sup>rd</sup> and 4<sup>th</sup> floors of FLTC for 1<sup>st</sup> and 2<sup>nd</sup> year medical students.

**Tower Living Room:** Social areas with soft seating, tables and a TV located on the West end of the 3<sup>rd</sup> and 4<sup>th</sup> floors of FLTC for 1<sup>st</sup> and 2<sup>nd</sup> year medical students.

**Study Carrel:** Private study spaces located in the inner hallway of the 3<sup>rd</sup> and 4<sup>th</sup> floor of FLTC. Each 1<sup>st</sup> and 2<sup>nd</sup> year medical student has a personal study carrel assigned to them at the start of the academic year.

**Study Carrel Storage Cabinet:** Private and lockable storage space contained within each study carrel. This space consists of 2 locking cabinets and 1 locking drawer.

**FLTC Hearth:** Social space located on 2<sup>nd</sup> Floor of the FLTC.

**GUIDELINES:**

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- Kitchen Facilities** - Kitchens with a refrigerator and microwave are provided on the 3<sup>rd</sup> floor and 4<sup>th</sup> floors. Due to fire hazards, toasters, toaster ovens, George Foreman type grills and hot plates are not permitted in the kitchens or study carrels. Please keep the microwave clean, and do not burn or leave food unattended in the microwave. Please keep the refrigerator clean and report any refrigerators that require defrosting to the FLTC Information Desk. All refrigerators for students in study carrels, FLTC owned refrigerators located in kitchens, and student program storage closet will be cleaned and defrosted biannually by the custodial staff. Cleaning and defrosting will take place over winter and summer breaks.
- Tower Living Rooms** - The 3<sup>rd</sup> and 4<sup>th</sup> floor Tower living room spaces are available for use by all 1<sup>st</sup> and 2<sup>nd</sup> year medical students. After using this space, students should dispose of all trash and straighten up the area for the next user.
- Space Heaters** - Space heaters are prohibited in the study carrels. Please report heating and cooling problems immediately to the FLTC Information Desk.
- Food in Study Carrels** – No open containers of food or drink are allowed in the study carrels. Please dispose of leftover food and drink in the wastebaskets provided in the study carrels. The study carrels have nightly custodial service for pick-up of trash, wiping down of tables and vacuuming. In order to ensure that

the custodians can wipe surfaces and vacuum in the study carrels, students should keep the area as clean as possible. For students' convenience, recycling bins have been placed on the 3<sup>rd</sup> floor and 4<sup>th</sup> floors.

5. **Smoke Detectors** - Students may not remove smoke detector devices from the ceilings of study carrels. If a smoke detector is malfunctioning, please report this to the FLTC Information Desk.
6. **Candles, Incense** - Students may not burn incense or candles in the study carrels. These are fire hazards and will not be tolerated.
7. **Study Carrel Cleaning during Break Periods** - Over winter and summer breaks, the study carrels will be thoroughly cleaned. Be sure that study carrel surfaces are cleared and that personal items are stored in their study carrel storage cabinets or removed prior to winter and summer breaks.
8. **Security** - Please don't prop open doors, particularly those with ID swipe card access locks on them. These locks are placed to protect both property and the students who may live or work in these areas. If a lock is malfunctioning, please contact the FLTC Information Desk at 314-747-3284 or Protective Services at 314-362-HELP.
9. **ID Badges** - Students should wear their WUSM ID badge at all times. WUSM ID badges are required to swipe into study carrels on the 3<sup>rd</sup> and 4<sup>th</sup> floors at 6 pm Monday-Friday and at all times on weekends and holidays.
10. **FLTC Hearth Space** - The 2<sup>nd</sup> floor Hearth and living room spaces are available for use by all 1<sup>st</sup> and 2<sup>nd</sup> year medical students. Because these areas may be reserved by other patrons, students should either book the space in advance through the Student Affairs Office or by going to the Education and Campus Support Services website at <http://meet.wustl.edu>. The furniture and/or piano are not to be moved. Students should contact the FLTC Information Desk in advance of their event to request the moving of any furniture in these areas.
11. **General Furniture Policy** – Students should not move furniture from any area to other areas for use. Students should leave furniture assigned to a particular area in that area. If students have a special event need, they should contact Campus Support Services at 314-747-6338 to arrange the moving/exchange of any furniture.
12. **Domestic Animal Policy** – Domestic animals are not permitted within buildings owned or controlled by Washington University, with the exception of domestic animals trained and certified to provide assistance to persons with disabilities.
13. **Glitter and/or Confetti** – The use of glitter and/or confetti for any reason is strictly prohibited in all Shared Spaces. The use of these materials causes excessive clean up in the building and will not be tolerated.
14. **Reporting Problems** - Students should report any problems, issues or repair needs to the FLTC Information Desk, Monday – Friday 7:30am – 5:00pm or to Campus Support Services at 314-747-6338(MEET).

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#### RESOURCES:

Washington University Domestic Animal Policy -  
<http://hr.wustl.edu/policies/Pages/DomesticAnimalPolicy.aspx>