

# **DRAFT**

## **Policy on Facilities Care and Professional Conduct College of Forest Resources/Forest and Wildlife Research Center**

TO: Holders of MSU Operating Policy and Procedures Manual, Volume 4  
Manual, Volume 5

DATE: March 1, 2000

SUBJECT: Guidelines and Procedures for Facilities Care and Professional Conduct within  
the College of Forest Resources/Forest and Wildlife Research Center  
(CFR/FWRC).

### **PURPOSE:**

The purpose of this document is to present standardized guidelines and procedures for maintaining common-use facilities within CFR/FWRC facilities, equipment used to conduct academic activities and a high standard of professional conduct by the student population in the CFR/FWRC. Guidelines and procedures will help to ensure that a high standard of professionalism is conveyed to the general public by the student population and faculty concerning CFR/FWRC facilities and associated equipment. Although MSU maintenance employees regularly clean these facilities, often the intensive use of these facilities throughout the day requires additional vigilance by faculty, staff and students within the CFR/FWRC. Consequently, faculty and students should not defer cleaning solely to MSU maintenance staff.

### Policy:

#### **Facilities Maintenance**

##### *Thompson Hall and other CFR/FWRC Buildings*

General Usage: Faculty, staff and students are expected to clean boots of dirt or debris prior to entering the building, maintain laboratories in a clean and safe (following appropriate federal/state/local regulations) manner, and maintain a clean office or assigned cubicle space. If floors, tables, etc. are soiled because of a specific activity of faculty, staff, or student, or group of faculty, staff, students, then it is their responsibility to clean up the floors, tables, etc. after use.

Lounges: It is the responsibility of the respective users of the lounges in Thompson Hall and other CFR/FWRC buildings (Faculty and Staff for the Faculty and Staff Lounge and Undergraduate and Graduate Students for the Student Lounge) to ensure that these facilities are clear of miscellaneous trash, food items, etc. Faculty, staff and students should discard trash, food items, etc. into the appropriate receptacles.

PC Laboratories: Food, drink and tobacco products are not permitted on CFR/FWRC laboratories at any time. Students are expected to leave computer work stations clean, discarding

any paper and other materials into designated receptacles. Faculty/staff using these laboratories for classroom activities (undergraduate/graduate courses, workshops, continuing education programs, etc.) should, upon completion of the activity, clean desktops of paper, etc., place chairs into correct positions, etc. After each individual use, laboratories should be left in a clean and orderly condition. If the activity is near the end of the school- or work-day, the end user should ensure that the lights are turned off.

Classrooms: Students are expected to leave a desk or seating area clean, discarding any paper and other materials into designated receptacles. Writing of any sort upon desk surfaces is not permitted. Faculty/staff using classrooms (undergraduate/graduate courses, workshops, continuing education programs, etc.) should, upon completion of the activity, clean desktops of paper, etc., place chairs into correct positions, close windows, etc. After each individual use, classrooms should be left in a clean and orderly condition. If the activity is near the end of the school- or work-day, the end user should ensure that the lights are turned off.

Buses and Vans: Upon completion of the activity involving use of a CFR/FWRC bus or van, the interior of the vehicle should be thoroughly cleaned of all trash which should be discarded into appropriate receptacles. No one should attach extraneous materials to CFR/FWRC buses or vans (e.g., bumper stickers, etc.). It is ultimately the responsibility of the individual who signed the vehicle out to ensure that it is returned in a clean and orderly condition.

### **Professional Conduct during FWRC/CFR Activities**

One goal of any educational institution is to ensure that students conduct themselves in a professional and courteous manner. This goal will help ensure that the public maintains a good perception of the institution and its students who will be more successful in securing professional employment after graduation. Consequently, while involved in activities associated with the CFR/FWRC, students are expected to:

1. arrive on time for scheduled classrooms and laboratories,
2. remove head gear while in a classroom,
3. not use language/gestures/remarks that may be discourteous or insulting to other individuals,
4. be courteous to other individuals,
5. Dress appropriately , i.e., commensurate with the planned activity, and
6. not invoke any behavior that may be offensive to other individuals.

### Approval:

These guidelines and procedures are subject to approval by the Dean/Director, CFR and FWRC.

### Review :

This policy and procedure will be reviewed every even numbered year by October 1, by the Dean/Director or his/her designee with recommendations for revisions reviewed by the CFR/FWRC executive committee and presented to the Dean/Director of the CFR/FWRC.

RECOMMENDED APPROVAL:

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Dean; College of Forest Resources  
and Director, Forest and Wildlife Research Center

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Vice-President; Agriculture, Forestry,  
and Veterinary Medicine

REVIEWED:

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Internal Auditor

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University Counsel

APPROVED:

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President  
Mississippi State University