

Standards and Practices Relating to the Cleanliness of Common Desks, Workspaces and Labs in the Rogers Communications Centre

Due to the shared nature of the developmental labs in the RCC that includes their use as key development areas for FCAD it has become necessary to establish standards and practices relating to the cleanliness of common desks and workspaces found in them. Please note this practice extends to shared labs and spaces and does not cover offices assigned to a single person.

Please adhere to this policy by establishing the practice in terms of conducting work in the RCC;

- At the end of a shift place any loose materials, manuals, media, computer parts and instruction sheets etc. inside storage containers, drawers or filing cabinets in all of the areas that one has worked in during shift.
- Put all tools in storage or toolboxes and close them up.
- Do not create technological “Towers of Babylon” when constructing prototype projects that remains in that state following the completion of a shift.
- Practice good cable management at all phases of work. This includes managing their arrangement and later dressing cables appropriately during construction. Poor cable management tends to morph rapidly into a tangled mess.
- If a cable is not in use it should not be in the lab unless in its proper storage location.
- If a cable is taken out of use it should be removed and stored
- Dressing cables includes how cables are run on the floor and under desks. Dressing cables includes managing cables so they fall behind items or tables. Cables should not be draped over the front of a desk for convenience.
- Vacuum up materials where prototype construction warrants it
- Park chairs when work and/or shift is completed
- All machinery that is not in use is to be put away or into storage.
- No software installations on computers or systems by part time staff without authorization from the appropriate Lead, Manager or Director.
- Practice the appropriate “Green policy” on all computers by turning them off when not required at the end of a shift, lunch break or when they are not required for an extended period.
- Remove all packaging materials from site when constructing new items by end of shift
- **Do Not** put packaging materials/boxes in hallways either internal to RCC facilities or the common hallways. This includes **NOT** placing them in the alcoves by the elevator. The cleaners do not pick them up from those locations. Place packaging/boxes in the basement (Blue Cart in stairwell next to elevator)