

GUIDELINES FOR CUBICLE LIVING

The cubicle area (W104/ a.k.a “the Cubes”) is a secure site with badge access only for first year DVM students and faculty. It consists of the cubicles proper (B – I), the Short Room (W104A), and the Common Rooms (Printer/Mail Room, Computer Room, Conference Room, and Announcement Hallway).

The following policies have been established to maintain a clean, safe, and productive environment for students. Addendums to these guidelines may be made as necessary.


Please read the following document in its entirety. After reading this document, will be asked to acknowledge that you agree to the terms outlined below.

1. General Description of Facility and Rooms

Desk Assignment

- You will be assigned a "cubicle" and a desk at the start of classes. Switching cubicles or desk assignments is not permitted.
- Nameplates provided above your desk should remain throughout the year to aid faculty communications with students.
- You will receive a key to lock the cabinet above your desk upon request from the Student Services Office. It must be returned at the end of the academic year.
- Do not sit, stand or walk on the desks.
- Do not hang anything with tape or glue. Please use magnets and pushpins.

Short Room

- The Short Room is located at the west cubicle entrance. This room is for instructional faculty/staff of the DVM Program only. **Do not enter the Short Room unless accompanied by a staff member.**
- Dry-erase/bulletin boards in the short room hallway are for official faculty/staff use only. 
- Mailbox system in the short room hallway is only for faculty and staff. Tests and assignments will be turned-in at this location.

Common Areas

- Store gross laboratory (long) coats and shoes in the main cube hallway. Each cube has a designated coat rack and a bin for each student. Do not store clinic (short) lab coats with your gross lab coats. Store coats with your nametag and with inside tags labeled.
- There is one clean coat rack for outerwear (i.e. winter coats).
- The Printer/Mail Room contains student mailboxes for interdepartmental mail, two printer/scanner, a class bulletin board, and a phone. The phone number is 970-491-2753.
- The Cubes are provided 5 reams of paper/week for the printers. Cube representatives will pick up the paper from the Anatomy Office (H120) every Monday on a rotating schedule. Be conservative with paper. Each student is entitled to 750 printed pages per semester. 2-sided printing counts as 2 pages even though it is on one sheet. Do not use the Cube printers for printing course notes that are available through CSU Creative Services. ○ To check your 750 page balance go to <https://rhea.cvmbs.colostate.edu:9192/user> To request additional pages please contact the CVMBS help desk: 970-294-4357 or cvmbsComputerHelp@colostate.edu.
- Computers in the Cube Computer Room will print on the two printers in the Printer/Mail Room.
- The Cube Conference Room is a multi-use room available for meetings, discussions and demos. It can be reserved for a maximum of 2 hours. The reservation sheet will be posted on the door.

2. Equipment in each Cubicle

- The cubes are intended to be a **quiet study area**. An identical set of resources and tools have been provided in each cube to aid students in their studies.
- **No books, equipment, or other teaching aids may be removed from the cubicles to which they are assigned or from the cubical area.**
- A set of texts are provided in each cube. Please be conscientious of their accessibility by returning them when not in use. Do not remove from the cubes.

- There are 9 single-headed and 2 double-headed microscopes on the shelves. Please notify Dr. Becker if they are not functioning. Do not use oil on the microscopes/objectives.
- There is one articulated cat skeleton for study.
- There is one TV monitor and a Surface tablet, ideal for group study. **Please charge the tablet when not in use.**
- There is one dry-erase board with markers. Notify your Cube Rep if markers/eraser need replacing.
- There is one plastic supply box-containing lens cleaner, lens paper, monitor/tablet cleaner with cloth.
- Cleaning supplies are located under each cube sink. **Each cube is responsible for keeping kitchen areas clean to reduce the chance of pests.**
- Paper towels and hand soap will be provided. Additional paper towels are stored in the Clean Coat Rack.

3. Cube Representatives (Cube Rep)

- Each cube will elect a Cube Rep during the first week of class.
- Cube Reps are liaisons between the class and faculty.
- Each week a different Cube Rep will organize their cube to clean the Common Rooms and pick up the allotted 5 reams of paper for the week.
- Report computer or printer issues and any problems within your cube (including ^[]_[SEP]furniture, lighting, plumbing, pests, etc.) to your Cube Rep. The Cube Reps will report these to Student Services and the building proctor (H120, Shazette Pierce).
- Cube Reps will help replenish soap and paper towels from cube stock.

4. Food and Drink

- Food and non-alcoholic drinks are permitted in the cubes.

- Gross negligence resulting in food/liquid damage to resources will result in the entire cube paying replacement costs.
- All perishable/expiring food must be removed at just before holiday breaks. Anything left will be thrown away at the discretion of faculty.
- All food, drink and merchandise sales to raise money for class/club funds must occur in the Lobby of the Anatomy building through scheduling with and permission of the Building Proctor, Shazette Pierce (H120).

5. Cleaning

Cleanliness is the responsibility of all students.

Each cube is responsible for cleaning their cube.

Common Rooms are cleaned weekly on a rotating cube basis organized by the Cube Rep of the week.

A student Cube Custodian (a part-time paid position) is only responsible for floors, trash cans, and blue recycle containers.

6. Noise

The cubes should be a quiet area for study 24 hours a day.

Headphones must be used with all devices (cell phones, computers, tablets, etc.). Listen at a headphone volume that is respectful of the person next to you. Do not use standalone or computer speakers.

7. Announcement boards

Please check the Short Room hallway boards daily for faculty announcements.

Student use boards include: ○ **Printer/Mail Room yellow bulletin board for class announcements** ○ **Announcement Hallway yellow bulletin board for club announcements.** ○ **Whiteboard near Cube B for general messages.** ○ **Personal use bulletin board at each desk.**

Do not pin or decorate the green sound-dampening panels in the Main Hallway and Computer Lab.

Do not tape anything in the cubes.

Misplaced postings will be removed.

8. Safety and Security

Keep the Cubicle hallways clear at all times as per fire code regulation.

Do not prop open Cube or building doors.

Do not loan your badge to others.

Security cameras located at cubicle entries and hallways will be monitored by CSUPD.

Meet food delivery services in the west lobby of the Anatomy Building.

Call the Walk Home Program “Safe Walk” at 491-1155 for a nighttime escort on campus. This program is run by student volunteers during the academic year and by the CSUPD during the summer.

First aid kits are located: one in the cube computer lab, two in the Gross Lab (W117), one in the Prosection Room (W111) and one in the Embalming Room (W115).

9. Visitors

Spouses, significant others, children, and friends should wait in the A/Z lobby, not in the Cubes.

The cubicle area should not be used for baby-sitting or day care purposes. Escort unaccompanied visitors out of the cubes.

10. Lost and Found

“Lost and Found” boxes are located in the Anatomy Office (H120), Gross Lab (W117), and Short Room.

11. University Wide Building Policies UNIVERSITY RULES WILL BE STRICTLY ENFORCED.

By university policy, the following items **are not permitted** in university buildings:

- Alcoholic beverages
- Use of Skateboards or Roller blades
- Bicycles – All bicycles must be registered with CSUPD. Bikes are not permitted in the Cubes. CSUPD can issue a ticket and fine for violations.
- **Pets – Pets are not allowed in the building or Cubes. Exceptions are permitted for service dogs, dogs in training for service, and pets cleared for use in specific course activities.** CSU is now **Tobacco Smoke and Vape Free** – Please visit <https://tobaccofree.colostate.edu/> for updates on signage, door decals, receptacle removal and replacement to the perimeter of campus.

Please acknowledge that you have read, understand, and agree to follow the Guidelines for Cubicle Living.