

# Shared Space Guiding Principles

Our space is built on shared values of respect, collaboration, and professionalism. To ensure a positive, productive environment for everyone, all employees, guests, and staff are expected to follow these Guiding Principles.

It is recommended that all parties sharing space meet prior to move-in to establish expectations and communication protocols. Annual, or as needed, follow-up meetings are also encouraged to evaluate and improve use of the shared space.

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## 1. Respect for People and Space

- Treat all members, guests, and staff with courtesy, professionalism, and inclusivity.
- Use shared areas responsibly and leave them as clean—or cleaner—than you found them.
- Avoid disruptive behavior and any conduct that can be perceived as harassing or discriminatory.

## 2. Noise & Work Environment

- Use headphones when listening to audio or participating in virtual meetings in open areas.
- Keep your voice at a conversational level. If someone asks you to lower your volume, respond courteously and adjust accordingly.
- Respect others' need for focus and avoid interrupting people who appear busy.

## 3. Shared Resources & Amenities

- Follow posted guidelines for conference rooms, printing stations, kitchens, and other shared amenities.
- Limit conference room or other shared space bookings to fair use; cancel reservations you no longer need.
- Refill or report depleted supplies as needed.

## 4. Cleanliness

- Clean up after yourself in kitchens (including removing expired food), restrooms, and shared work areas.
- Report any observed necessary maintenance items, including for spaces assigned to others.
- Be considerate of shared-air environments.
- Dispose of all trash and recyclables in designated bins. Items that do not fit in bins must be removed from the space and disposed of properly. No trash may be left on surfaces, floors, or near bins.

## 5. Safety & Security

- Keep personal belongings secure; the university is not responsible for lost or stolen items.
- Do not share door codes, access cards, or keys with others, and do not prop open locked doors.
- Report suspicious behavior or safety issues to staff immediately.
- Know safety protocols, including location of fire extinguishers and first-aid kits, and evacuation plans.

## 6. Professional Conduct

- Conduct only legal, legitimate business activities in the space.
- Refrain from using space for activities that could cause harm or violate local laws or regulations or be perceived as such.
- Respect the confidentiality of others' work—no photographing or recording without permission.

## 7. Accessibility & Inclusivity

- Create a [welcoming environment](#) for people of all backgrounds, abilities, and identities.
- Avoid behavior that excludes or marginalizes others.
- Offer assistance when appropriate, and respect boundaries.

## 8. Equipment & Technology

- Use shared equipment responsibly and for its intended purpose.
  - Do not modify, remove, or damage furniture or tech equipment.
  - Comply with any cybersecurity guidelines provided by the space.
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## Contacts

- To report a facility emergency, contact the SDSU Work Control Center immediately at (619) 594-4754. This number is answered 24/7.
- All other non-urgent maintenance or department requests should be submitted using the [SDSU Customer Request Portal](#).
- To report a fire, life, or safety emergency, dial 9-1-1.