

Standard operating practices for the Center for the Environment office

1. The Center for the Environment Office will be open during normal business hours. All business should be conducted during those hours unless special arrangements have been made with the Center Staff.
2. Graduate Student Mailboxes are located in Rowley 160. This room is open during normal business hours.
3. The Center conference room may be used for meetings and special projects. **It can not be used to hold classes.** The Conference Room **MUST BE SCHEDULED** through the Assistant to the Director for the Center.
4. The Center has a conference telephone that may be reserved. This telephone must be used on a single line only. The conference room has been set up for this purpose. To use the phone you must sign the appropriate page on the equipment sign out sheet, enter an account # to be charged, as well as reserve the conference room. If there are any problems with the phone, please relay that information to the Assistant to the Director.
5. The copy machine in the Center will be used only for office use. Undergraduate students are expected to use resources that are available to them throughout campus. Graduate students are expected to use their copy cards with other copiers on campus. Copy cards may be obtained from your advisor.
6. All equipment must be signed out and in appropriately. Please note that people reserve equipment in advance. **You must always check the reserve schedule and make sure no one has already reserved the equipment for the same time.** If you have any problems with equipment, please notify the Assistant to the Director so it can be rectified in a timely fashion.
7. The Center office has one computer for faculty and graduate student use. This computer is not intended to replace your own computer or for personal use. It is to be used during office hours only, unless special arrangements have been made to use it at another time. This computer can be used to download pictures from the digital cameras, for scanning, and to prepare on line purchase requisitions.
8. The laser printer in the Center can be used **only during business hours and is not for personal use.** Graduate students may have items printed only if related to CCE work. Otherwise they must use other printers available on campus. If there is a paper jam or other printing problem, **please do not attempt to resolve the issue on your own.** Notify the Assistant to the Director for assistance.
9. Used transparencies may be dropped off at the Center office for recycling.
10. The Center has started a small library with journals, books and videos. Please sign this material out before borrowing it.
11. When requesting assistance from office staff with making room reservations for meetings, please have the following information available: the date, beginning – ending time you will need the room (this should also include the time for setting up and packing up any equipment), choice of classroom or conference room, number of people attending, equipment requirements for the room, type of food and drinks if required, and any other special needs you may have.