

STUDENT OFFICES POLICY

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FACULTY OF COMMUNITY
SERVICES SOCIETY

CHANGEMAKERS OF TOMORROW

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PREAMBLE:

Any club that is recognized as an official Faculty of Community Services Society ratified and active club that receives benefits, such as the use of an office or locker space, must meet the policies and guidelines set in this document. All of the following should be abided by for the duration of the student club's occupation of the spaces provided.

1.0. GENERAL RULES

All occupants using the Dean's Office or Student Society spaces shall follow these sets of rules.

- 1.1. No alcohol, no smoking and no drugs, and hazardous materials are to be consumed or used in the office spaces.
- 1.2. Any inappropriate behavior, including sexual acts, is strictly prohibited.
- 1.3. There shall be no open food items left behind
- 1.4. There must be an 18" clearance on top of desks and shelves to the ceiling, to allow enough space for sprinklers to cover the area in the event of a fire.
- 1.5. Extension cords are not to be plugged into other extension cords.
- 1.6. All appliances in the FCSS Offices must be thoroughly cleaned and accounted for after every use, this includes but is not limited to the kettles, coffee machine, soft serve machine, microwaves, toaster oven, toasters, mini fridges, community fridge, and milkshake machine.
 - 1.6.1. All appliances for event use must be booked out using the FCSS Equipment Loaning Program via the ED Student Services.
 - 1.6.2. The Soft Serve Machine, and Milkshake Machine are off limits in the FCSS Offices unless the student leaders have gone through training, and/or have booked it out.
 - 1.6.3. The FCSS Plotter Printer is off limits to student leaders part of student clubs for operational uses.
 - 1.6.3.1. Student Clubs must follow the same guidelines as student membership of FCSS which includes sending an email request to fcssprint@torontomu.ca, following which a pick-up date will be communicated by a Board Member.
- 1.7. The costs associated with these mini fridges will be covered as part of operational expenses.
 - 1.7.1. These mini fridges are designated for storing beverages for student leaders.
 - 1.7.2. Clubs are expected to keep them clean and ensure they are used solely for this purpose.

- 1.7.3. If the mini fridges need to be restocked, clubs should notify the ED of Student Services.
- 1.8. In the event that your student club needs to store an appliance for use at an event, please contact the ED Student Services for alternative storage spaces.
- 1.9. There should be no tripping hazards.
- 1.10. There should be no more than 26 people in the FCSS offices at a time.
- 1.11. Students must be able to walk freely within the space, with easy access to the exit in the event of a fire or evacuation.
- 1.12. Offices should be kept clean and free of dust.
- 1.13. Food garbage should be placed in the garbage receptacles in the hallways, to avoid foul smells and fruit flies that may accumulate when the garbage is not taken out by staff on the weekends.
- 1.14. There should be no animals, service animals are exempt.
- 1.15. Offices are shared spaces, and it is expected that each club is respecting the other club's use of the space.
- 1.16. Offices are open to the FCSS general membership on the grounds that they have purpose and reason in the space.
- 1.16.1. General members are permitted to visit the FCSS office during the Board of Directors' office hours posted outside DCC-331, on [our website](#), and our [FCSS instagram](#).
- 1.16.2. General members are permitted to visit the FCSS office for [pick-up of print-outs](#) and or the lost & found.
- 1.17. The FCSS Office shall not be used outside of the scope of meetings for social gatherings, which includes but is not limited to movie nights, game nights, or hangouts.

2.0. OFFICE LABELLING

- 2.1. The ED Student Services, The Executive Director, and the Student Society Manager should ensure that all equipment that's bookable is labelled and organised in a user friendly way.
- 2.2. The [Equipment Loaning Program](#) shall have a website [accessible viewing page](#).

3.0. OFFICE CLEANING

- 3.1. All Student Clubs must ensure that areas used within the office are kept clean, organised and accessible for others before leaving the office space.
- 3.2. This includes the following specific requirements:
- 3.2.1. No trash, food, debris, or waste shall be left on the floor, tables, or work surfaces, ensuring that all areas are free from spills, insects, or stains.

- 3.2.2. All materials and items must be returned to their designated locations, facilitating a tidy and functional environment for subsequent users.
- 3.2.3. Disposing of trash in the appropriate bins outside of the offices, and wiping down any spills or messes immediately.
- 3.2.4. All food garbage should be placed in the garbage receptacles located in the hallways to prevent foul smells and fruit flies that may accumulate when the garbage is not taken out by staff on the weekends. Student clubs are required to ensure the following:
 - 3.2.3.1. No food waste, wrappers, cups, or containers shall be left on the floors, tables, or work surfaces.
 - 3.2.3.2. All trash, including food-related waste, must be disposed of immediately after use.
 - 3.2.3.3. Any spills or messes from food or other materials must be cleaned up promptly.

3.3. Notifying the ED Student Services promptly if cleaning supplies are low, not functioning or not accessible.

3.4. Student clubs must submit "before and after" photos of their workspaces or common areas when performing clean-ups to document compliance with office policies and foster accountability among peers.

3.5. Returning shared equipment, such as desks, couches, tables, and common areas, meeting spaces, multi-purpose room, etc. in the FCSS office tidy and in the layout of how it was originally met as in the photo posted on the FCSS website at (www.fcssociety.ca/supports), wall beside the "In an emergency, call 911" poster.

3.6. Items or belongings should not clutter common spaces within the FCSS office to ensure a comfortable, accessible, and functional environment for everyone.

- 3.6.1. Items left in common areas may be removed and stored with the Society Manager or ED Student Services until claimed.

- 3.6.2. If not picked up within an additional two weeks, items may be discarded or donated.

4.0. OFFICE STORAGE

4.1. Personal items and Student Club supplies must be stored in the labeled designated storage lockers assigned by the [ED Student Services](#).

- 4.1.1. Each student leader is responsible for keeping these storage room areas organised and accessible for others.

- 4.1.2. Overloading/overcrowding shelves, tables or drawers is discouraged to prevent damage and keep the space accessible for others.

- 4.2. One key shall be given out to each student club for their storage locker. .
- 4.3. Keys shall be pick-up via one of the following members; ED Student Services, The Executive Director, or the Student Society Manager.
- 4.3.1. When neither of the following is available; [ED Student Services](#), [The Executive Director](#), or Student Society Manager are on campus, the student club and FCSS student society Board of Directors members may use one the few lock boxes.
- 4.4. Shared storage areas should be used responsibly, ensuring that items are organised according to the system outlined by FCSS, clutter free, and does not block access for others.
- 4.4.1 Students are encouraged to submit "before and after" photos of their workspaces and storage areas to ED Student Services when clearing them, to ensure compliance with office policies and maintain accountability.
- 4.4.2. Spaces should be left clean/organised in the same manner it was met initially or in better condition.
- 4.4.3. Please refer to section 3.1. for clarification.
- 4.5. Labelled items, labelled equipment, and borrowed labelled materials must be returned to their proper place immediately after use.
- 4.5.1. Unused or rarely used items should be labelled and stored properly to avoid clutter.
- 4.5.2. Equipment part of the loaning program would be exempt from policies outlined in section 4.0. but would adhere to policies in the equipment loaning program.
- 4.6. Failure to adhere to storage policies, including leaving personal belongings behind after the deadline,
- 4.6.1. Please refer to subsection 8.0 for further details.

5.0. OFFICE SCHEDULING

- 5.1. The FCSS Offices shall be scheduled via an online bookable calendar available via the ED Student Services, The Executive Director, and Manager.
- 5.1.1. The calendar should have editing access to all VP Administrations of the Course Unions, Interest Clubs, and Affiliated Clubs.
- 5.1.2. The calendar should be available to all the chairs of committees in the FCSS.
- 5.2. The calendar should have the following spaces to book out:
- 5.2.1. DCC-330 (General Meeting Room),
- 5.2.2. DCC-331 (General Meeting Room), and
- 5.2.3. DCC-329 (Multi-purpose room) available to book out.

6.0. PROCESS TO ACCESS ROOMS WITH KEYS

6.1. Access to rooms will be controlled through key access.

6.1.1 Keys will be located in labelled lockboxes inside DCC-331.

6.2. When a key is discovered to be missing, and is not located after a two day period from the time of a report made, an email must be sent to the [ED Student Services](#) from a representative of the student club as defined below informing the ED Student Services of the situation.

6.3. The email needs to contain the following information: Date, time and individual that discovered the key absence, the student club(s) ratified under the FCSS umbrella (this includes Course Unions, Interest Clubs, Affiliated/chapter Clubs, Student Initiatives) as per policy [1.0 of the Student Clubs Policy](#) that the individual is a member of and the room number that the missing key applies to.

6.4. The [ED Student Services](#) shall request a lock change for the room that the access key was lost for.

6.5. The [ED Student Services](#) shall decide with the student clubs committee if any disciplinary action is required for the student club that lost the key.

6.6. The [ED Student Services](#) shall notify all other student clubs using the office space that their access to the space will be impacted during the lock replacement process.

6.7. Whichever club entity is discovered to have last had access to the room that the key was lost for, will pay the cost of the lock replacement out of their approved budget allocation for the current fiscal year, or have it deducted from their total available budget for the next applicable fiscal year.

6.8. If the [ED Student Services](#) role is vacant, the representative of the student club as defined above that discovered the missing key, shall email [The Executive Director](#).

7.0. OFFICE RENOVATIONS

7.1. Office Renovations have to follow a very strict, and specific process, follow the process when requesting renovations, and it's up to the Faculty of Community Services Society board to either approve or disapprove the request.

7.1.1. The Faculty of Community Services Society are the only one's in conjunction with the Dean's Office that shall be responsible for all renovations in the shared student hive offices.

7.1.2 The furniture in the offices are to remain in the same places.

7.1.2.1 No furniture is to be moved within or between offices.

7.1.2.2 No furniture is to be added to the office (i.e. tables or chairs from the hallways, club purchasing, or bringing from outside furniture).

7.1.3. The Faculty of Community Services Society-FCSS shall give a one month notice to the student clubs using the office space provided that a renovation is going to take place, so vacate the office until it's complete.

7.1.4. Renovations may range from new walls painted, to all new desks, TVs, and storage cabinets.

8.0. ENFORCEMENT

8.1. The Faculty of Community Services Society ED of Student Services shall do weekly office check-ins on the offices to make sure each student club, and society board members are using the spaces appropriately.

8.2. All members of each student club must ensure that any items they move are returned to their original place to maintain organisation. They must also clean up after themselves to ensure the office remains clean.

8.3. If any of the above policies are not abided by, or if behaviour is deemed unacceptable, the club shall receive an email about not following the rules outlined in this policy document, and must clean up, or rectify the issue within 48 hours.

8.3.1. Failure to take corrective action within the 48-hour window may result in consequences, including temporary suspension of office space privileges.

8.3.1.1. This suspension may range from two weeks to a longer period, depending on the severity of the issue.

8.3.2. To document compliance with these standards, clubs are required to submit "before" and "after" photos to the [ED Student Services](#) of their workspaces or common areas after each use.

8.3.3. Clubs will receive two warnings for non-compliance before any suspension of office space privileges is enforced.

8.3.4. If the issues persist after the warnings, the temporary suspension will be enacted.

8.3.4. All notifications from ED Student Services regarding non-compliance will include details of the specific violations, the corrective actions required, and the potential consequences for continued non-compliance.

9.0. LOSS OF ACCESS TO THE SPACE

9.1. Offices on campus are a privilege, and are a benefit received from the Faculty of Community Services Society.

9.2. Loss of access to space may happen for a variety of reasons. This includes, but is not limited to;

9.2.1. Renovations,

9.2.2. A club not following the FCSS Student Club's Policy,

9.2.3. Member resignation and member removal, as in those who are no longer official members of a Student Club or in the FCSS Board of Directors, and FCSS Committee members.

- 9.2.4. Space limitations because of reorganisation of space allocations.
- 9.2.5. Not following the rules stated in this Student Offices Policy document.
- 9.3. To ensure accountability, student club members are required to submit "before" and "after" photos each time they use the space.
 - 9.3.1. These photos will document the space's condition and help identify the group or individuals responsible for any items left behind.
 - 9.3.2. Failure to comply with this photo submission requirement may result in temporary suspension of office space privileges after 2 warnings provided.
 - 9.3.2.1. If a student club fails to submit the required photos or does not comply with the office etiquette standards noted in this policy document, they will receive an email notification regarding their failure to meet these expectations from [ED Student Services](#).
 - 9.3.2.2. Following this notification, student club members must hand over all keys in their possession and remove all personal belongings from lockers being used within one week.
- 9.4. All personal belongings and materials must be removed from the office space after use.
 - 9.4.1. Any items left behind shall be secured in the student society office, and owners will have 48 hours to retrieve their belongings.
 - 9.4.2. If items are not claimed within the 48-hour period, they will be transferred to the Lost and Found, managed by the FCSS Student Society Manager.
 - 9.4.3. Items will remain in the position of the Student Society Manager for an additional 7 days, after which FCSS reserves the right to either discard or donate unclaimed items.

10.0. No Events in FCSS Offices

- 10.1. There shall be no events hosted in the DCC-331 front area period.
- 10.2. Catered food must be in the DCC-331 area on the pre-existing food table for meetings.
 - 10.2.1. Catered food for meetings shall be on the pre-existing food table in the hallway portion of the office.
 - 10.2.2. Catered food for meetings must be thrown outside of the FCSS Offices in the garbage/recyclable in the outside corridors on the third floor by the elevators.
- 10.3. When a complaint is filled to either the ED Student Services, The Executive Director or Student Society Manager via email in regards to an unauthorised event being held in DCC-331 the following steps will be taken;
 - 10.3.1. The event in question will be reviewed via the calendar booking system by the ED Student Services.

10.3.2. The student club executive team will be scheduled in to have a meeting with the Society Manager, and the ED Student Services

10.3.3. Once the case is confirmed both parties will go on a case per case matter in terms of holding the students accountable.

10.3.3.1. When the case involves no damage to property, no vandalism, or no stolen property a strike system will be used involving two strikes or two tries.

10.3.3.2. When the case involves damage to property, vandalism, or stolen property the cleaning, and refurbishment of the property costs will come out of the student clubs budget for the year.

10.3.3.3. When the budget is not enough to cover the costs of damage to property, vandalism, or stolen property, the members in question who led the initiative will automatically be removed from the FCSS Offices, and removed from their posts whether it is on the student society, or on a student club, as they can be held criminally liable in the Canadian Criminal Code.