
DWD Policy 2025-04: Workspace/Cubicle and Vending Area Housekeeping Policy for Indiana Department of Workforce Development Office Locations

To: DWD Office Location Staff
From: Indiana Department of Workforce Development (DWD)
Date: April 07, 2026

PURPOSE

This policy establishes workspace/cubicle and vending area guidelines for DWD staff who work in DWD office locations in the Administrative Office in Indianapolis, Fort Wayne, Kokomo, as well as any DWD-occupied spaces outside of the DWD building. These guidelines shall be followed by all DWD office staff to ensure an efficient, professional, and clean work environment for employees and visitors, in compliance with all applicable regulations.

RESCISSION

DWD Policy 2023-08: *Workspace/Cubicle and Vending Area Housekeeping Policy for the DWD Administrative Office in Indianapolis*

CONTENT

Workspace/Cubicle Areas

The following applies to the employee's individual workspace/cubicle:

1. All areas are to be kept neat, clean, and professional in appearance.
2. Only name plates, official posters, and policies provided by the agency may be displayed outside of workstation panels.
 - a. Decorations for holidays and events may not be excessive or extend into the aisles and must be removed promptly following the holiday or event.
 - b. An employee directory list may be displayed at the end of each row of cubicles.
3. Work surfaces and walls should be kept neat, dust-free, and clear of excess clutter. A limited quantity of personal items is acceptable inside an employee's workspace/cubicle so long as the items do not interfere with organization and workflow.
4. Electrical devices can present direct risks to workplace safety and efficient energy consumption. Stringing two or more surge protectors together ("daisy-chain") is strictly prohibited in all workplace areas. No unauthorized plug-in electrical devices may be used within the workspaces/cubicles, including personal refrigerators, heaters, diffusers, air fresheners, humidifiers, novelty gadgets, string lights, coffee makers, or any heating or cooking device. These devices are considered safety hazards and are prohibited in the workspace/cubicles.

5. Open containers are prohibited. No food products may be left overnight in any workspace/cubicle unless stored in a pest-resistant container (metal, glass, or hard plastic with a tight-fitting lid). All beverages must be in a can, bottle, or container with lid.
6. Only one plant per cubicle is permissible and must be placed on Formica-topped furniture/nonmetallic work surfaces. To prevent scratches and water/rust damage to the surfaces, plants shall not be placed on file cabinets, the tops of metal open or closed bins, or on window ledges. A plant may not extend above or outside the cubicle walls. No plant shall be hung from the ceilings or walls
7. No fish or any live animals, except for approved service animals, are permitted in the workspace or in cubicles.
8. Only light-weight signage or items may be hung on the cubicle walls. Heavier items such as pictures, plaques, etc. may only be displayed on desktop, shelf, and bin surfaces. No adhesives are to be used on the fabric or metal portions of the cube panels. Magnets may be used on metal portions. All decorations must be entirely contained within the workspace.
9. No personal items are to be placed in the aisles or upon file cabinets and bookcases outside the cubicles. No unsecured cords may be run across any aisle or walkway as this presents a tripping hazard.
10. Coat hooks provided and located on the interior cubicle wall panels are intended for light-weight items such as sweaters or suit jackets. These hooks may not be sturdy enough for coats and outerwear jackets. Coat racks are provided for hanging heavier items.
11. Employees may not make any modifications to the data cable systems in their workspaces. Any changes to the data cables must be requested by submitting a request to the DWD Service Desk¹.
12. The only authorized furniture allowed in a workspace/cubicle are products approved by the Facilities Operations Manager.
13. Any changes or adjustments to workspace configurations must be requested from and approved by the Facilities Operations Manager. Only DWD Facilities or the agency-contracted vendor is authorized to make changes to cubicle furniture. It is strictly prohibited for non-Facilities DWD employees to make these modifications themselves.
14. Special care should be taken to maintain the appearance and life of the carpet. If a spill occurs at the Administrative Office and Indiana Government Center (IGC) campus, immediately wipe up as much as possible and report the spill to Facilities/Operations so that housekeeping can be notified.
15. The window blinds at the Administrative Office are to be kept completely lowered down to the window ledge. The light amount allowed in may be adjusted using the wand to change the angle of the slats.
16. The window ledges and radiant heat vents at the Administrative Office are not constructed to support weight or be used as shelves. No items (including plants and decorations) are to be placed on these ledges.
17. Lighting in the DWD offices is controlled to maintain safe, efficient levels of illumination which meet required standards. Requests for light level adjustment

¹ Submit requests to the [DWD Service Desk](#).

should be directed to DWD Facilities or HR. It is strictly prohibited for non-facilities DWD employees to make any modifications to office lighting themselves.

18. For employees' health, safety, and comfort, the use of products which create odors must be limited within the workplace. Generally, the smell of cleaning products, fragrance sprays, perfumes, colognes, antiperspirants, and deodorants should not be detectable by another employee beyond three feet from the source.
19. Only approved, official signs and notifications may be posted in the common office areas. Department-specific announcements (such as for retirement parties or team-building events) may be posted on departmental bulletin boards only (with approval from the department manager). Only official notices may be posted near the elevators, in the stairwells, or on the landings.²
20. Employees at the Administrative Office and on the IGC campus are prohibited from adjusting thermostats in the workspaces or offices. Temperature control at these locations may only be performed by DWD Facilities and authorized vendor technicians. Guidelines for temperature adjustment at other locations will be established by onsite managers. All incidents of workspace temperatures outside the acceptable range should be reported to DWD Facilities

Requesting Workspace Modifications

The DWD offices and their amenities are owned and maintained by the agency. The office assets are carefully managed to ensure a safe, comfortable, and efficient work environment for all employees. As such, it is not appropriate for employees to make unapproved alterations to the offices, cubicles, common areas, or workspace amenities.

DWD provides specific protocols for employees to submit requests for changes to the workspace which all employees are expected to follow. In most cases, the employee should present their request to their supervisor. If the supervisor feels the change is acceptable, then the supervisor may contact DWD Facilities to explore the concept. If an employee feels a modification is necessary due to a personal medical condition, they may contact DWD HR to determine if special accommodation may be feasible.

Breakroom Areas

DWD provides refrigerators and microwaves at the primary agency offices for employee use. The general maintenance of these appliances is the responsibility of the employees who use them; not the custodians or DWD Facilities. Employees are encouraged to form small teams to monitor and maintain these items within their specific work areas. The following guidelines apply to all agency refrigerators and microwaves:

1. All individuals must clean up their own spills or messes. This includes spills in the refrigerators, on countertops, and residue inside the microwaves. The use of splatter covers in microwaves is encouraged.
2. All food items stored in the refrigerators must be marked with the employee's name.
3. At a minimum, all appliances will be thoroughly cleaned weekly.

² **Note:** Onsite managers for locations outside of the Administrative Office in Indianapolis may apply this guideline as appropriate.

4. Courtesy to others is expected of all employees. Individuals must remain in the area during microwave use. Food with strong aromas that might offend other employees in the area should be avoided.
5. All food trash must be disposed of in the designated food-waste trashcans. This prevents food trash from being left in the workspaces to attract insects and rodents.

ACTION

All DWD staff working in the DWD Administrative Office in Indianapolis, Fort Wayne, Kokomo, as well as any DWD-occupied spaces outside the DWD building must follow the guidelines explained in this policy regarding their workspace/cubicle and the shared DWD vending areas in the building. Managers are responsible for ensuring that employees adhere to this policy. Employees who fail to comply with this policy may be subject to the progressive discipline process.

ATTACHMENTS

Attachment A - Examples of Appropriate Workspace Maintenance

EFFECTIVE DATE

Immediately.

ENDING DATE

Upon rescission.

ADDITIONAL INFORMATION

Questions regarding the content of this publication should be directed to DWDFacilities@dwd.in.gov.

ATTACHMENT A

EXAMPLES OF APPROPRIATE WORKSPACE MAINTENANCE

The *Examples of Appropriate Workspace Maintenance* attachment is a separate document that can be accessed through this [link](#).