

DHHS POLICIES AND PROCEDURES

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| Section IV: | General Administration |
| Title: | Workspace and Common Use Space Décor and Utilization Policy – NCDHHS Raleigh Headquarters |
| Current Effective Date: | November 24, 2025 |
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Purpose

The Department of Administration (DOA) owns and maintains the NCDHHS Raleigh Headquarters building. This policy will address building décor and how it relates to the visual appearance of the building as well as following safety standards and minimizing the deterioration of the building. The policy will also address the appropriate use of workspace and common space in the building.

Policy

1. Décor

As a general rule, all areas of the building should be professional in appearance. Workspace and common use space décor should reflect a pleasant working environment for everyone, while at the same time allowing some freedom of expression within individual work areas. Reasonable judgment shall govern the types and quantity of work-related information and personal items which will be displayed within individual workspaces and common use areas. Items shall be exhibited in a manner which minimizes the future deterioration of the building and the overall work environment.

A. Offices

1. Standardized name plates will be provided for offices.
2. Décor should be simple and professional in appearance.
3. For safety purposes, items should never be hung from the ceiling (to include lights, bents, sprinklers, or smoke detectors).
4. Each sit-to-stand desk is equipped with an extension cord to allow the desk to safely go up and down. Do not plug another extension cord into the mounted extension cord; this is a fire hazard and is strictly prohibited.
5. To prevent damage, use of the appropriate hardware or material to display items on walls is required. Requests to display these items must be submitted to the Facility Maintenance team as a work order for them to complete the work.
6. Additional decorating of wall surfaces is not allowed (wallpaper, borders, stencils, paint, etc).

B. Workstations

1. Standardized name plates will be provided for workstations to include workstation number and employee name.
2. Workstation décor should be simple and professional in appearance.
3. For safety purposes, items should never be hung from the ceiling (to include lights, bents, sprinklers, or smoke detectors).
4. Each sit-to-stand desk is equipped with an extension cord to allow the desk to safely go up and down. Do not plug another extension cord in to the mounted extension cord; this is a fire hazard and is strictly prohibited.
5. Items should not be displayed above partition panels as this obstructs the view of co-workers and detracts from the aesthetics of the work area.
6. To prevent damage, use of the appropriate materials when attaching items to fabric panels, metal shelves, or work surfaces is required. Do not use adhesive material. Contact the Facility Maintenance team for assistance.

C. Common Areas

1. Common areas of the building include conference/meeting rooms, grab-and-go, pantries, restrooms, and lobbies.
2. For safety purposes, items should never be hung from the ceiling (to include lights, vents, sprinklers, or smoke detectors).
3. Any items displayed in a common area must be approved by the Communications Lead for Internal Communications.

2. Holiday Decorations

During festive times of the year many may like to decorate their work areas. Use good judgment when selecting and displaying decorative items. Be respectful of others who may celebrate differently than you do or who do not celebrate at this time of the year. If you choose to decorate your work area you must do so on your own time and the following guidelines apply:

- A. Keep decorations simple.
- B. Decorations may not interfere with pathways and ingress/egress in the building.
- C. Electric cords may not be plugged into workstation power sources; only wall outlets may be used.
- D. Extension cords must be positioned to avoid crossing or obstructing pedestrian pathways – long cords present a tripping hazard.
- E. Any lighted/electronic decorations must be unplugged before leaving for the day or weekend – it is your responsibility.
- F. Decorations should not be displayed above partition panels as this obstructs the view of co-workers and detracts from the aesthetics of the work area.
- G. Do not hang decorations from the light fixtures and do not staple/pin/nail decorations onto the walls.

- H. Take decorations down within one week of the conclusion of the holiday.
- I. Individual employees may not decorate common areas.

3. Other Rules for Workspaces and Common Areas

For all space types (office, workstations, and common areas), the following rules and practices apply:

- A. Never leave confidential materials exposed or unattended; all confidential or sensitive material must be kept locked in your desk or file room. Be sure to turn off your monitor and lock your computer if you have to step away.
- B. When it comes to scents, remember that some people have allergies and sensitivities to air fresheners, perfumes, diffusers, etc. Avoid using these as well as scent burners in any of our spaces.
- C. Our grab-and-go and pantry areas are the perfect place to enjoy meals, whether you're looking for a moment alone or to eat with others. Clean up after yourself; if you spill something, clean it up. Wash, dry, and put away any dishes or utensils you use. If you choose to eat in your workspace instead, be mindful of foods that leave strong odors.
- D. Clearly label your name and date on all items stored in the fridge, freezer, and pantry area. Do not leave food in the fridge or freezer for longer than one week. Only consume foods and drinks that are yours or are clearly marked as "shared" or "communal."
- E. Limit distractions for other team members. Ask employees around you before playing music or taking calls in a common area. Set cell phones to vibrate for calls and texts to minimize noise. Keep calls brief and if you need to take longer calls, virtual meetings, or calls that are private in nature, consider using headphones or use a phone room, conference room, enclave, or private office.
- F. When exiting a space, be sure to leave it better than you found it. Ensure the space is set up for your colleagues' success as it was for yours. Be sure to remove all of your materials, straighten up the space, and put furniture back in its original place.
- G. **The following items are not permitted in the building:**
 - 1. Personal appliances including space heaters, refrigerators of any size, coffee makers, microwaves, etc.
 - 2. Attaching things to walls without Facility Maintenance's assistance
 - 3. Writing on walls and windows
 - 4. Personal live plants are not allowed due to pest concerns
 - 5. Animals, except service animals pursuant to the ADA or other laws

For questions or clarification on any of the information contained in this policy, please contact the policy owner or designated contact point:

DHHS.PropertyManagement@dhhs.nc.gov. For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).