

# Evolving Our Workplace:

## IRC Storage of Personal and Team Effects

The Faculty of Medicine's Work(place) Evolution: Doing Hybrid Well initiative involves introducing a shared workspace model. The transition to shared space requires us to reassess what physical materials we need to be successful each day.

On-site, there will be some small, dedicated spaces for units or programs to store equipment and documents. The types and amount of personal storage may vary depending on the site.

### Guiding Principles

1. As a team, review and prioritize items being stored close to the workspaces your team books. Items that do not require frequent access to be stored further way.
2. Where possible, digitize files. Units are encouraged to use [UBC Records Management Office](#) processes and procedures for disposition of records and guidelines on document storage.
3. General office supplies are available in central locations at each worksite.
4. Stored materials should not create safety hazards – they should not obstruct aisles, stairs, exits.
5. No food items to be stored in workspaces, including unit storage or wardrobe towers. This reduces health risks for others who may have food allergies or sensitivities and also helps keep pests away.
6. All staff are encouraged to keep their personal items, such as family photos and spare shoes, at home even if individuals plan to frequently use the same shared workspace.
7. Teams are welcome to share non-personal photos at workspaces to add to the overall environment.

ITEM	STORAGE SOLUTION
<b>Unit or Program-Specific Items:</b>	
Equipment/supplies, such as unit laptops	Store in new unit file cabinets IRC Rm 317 or IRC Rm B59 storage
Equipment/supplies that do not need frequent access (e.g. event supplies, filming equipment)	IRC Rm B59 storage
Paper files	Where possible, paper files to be digitized
<b>General Items:</b>	
Stationery and office supplies	IRC Rm 334 central office supply storage
Floor warden safety vests	IRC Rm 325 closet
Band-Aids and basic medical supplies	Available in the staff kitchen
<b>Personal Items:</b>	
Day Use	Day use lockers in IRC Rm 331
Overnight (personal keyboard/mouse, files)	Store in pedestals or unit file cabinet IRC Rm 317
Over-the-counter medications, hygiene products, shawls, blankets and shoes	May be stored in unit file cabinets
Commuter gear, helmets, shoes	Store in day-use lockers IRC Rm 331
Rain coats and wet gear	Provided coat trees
Coffee mugs, cups, water bottles	Store in dedicated location/cupboard in kitchen
Food, snacks, tea	Label and store in a dedicated cupboard/location in kitchen

