

# Evolving Our Workplace:

## LSC 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 prioritize items being stored close to the workspaces your team books and store items that do not require frequent access further way.
2. Where possible, digitize files. Units are encouraged to use [UBC Records Management Office](#) processes and procedures for storage and disposal of records. To ensure information security, printed documents or post-it notes must not be left anywhere on desks, walls, or meeting rooms, especially confidential or sensitive information.
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 are to be stored in workspaces, including in unit storage or wardrobe towers. This reduces health risks for those with food allergies or sensitivities and helps keep pests away.
6. All staff should keep their personal items, such as family photos and spare shoes, at home even if they plan to frequently use the same shared workspace. Individuals are expected to leave workspaces clear and to take all personal items with them at the end of a booking.
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 file cabinets or LSC Rm 1340B
Equipment/supplies that do not need frequent access (e.g. event supplies)	LSC Rm 1340B
Paper files	Where possible, paper files to be digitized
<b>General Items:</b>	
Stationery and office supplies	LSC central office supply storage closet near reception
<b>Personal Items:</b>	
Day Use	Day use lockers in LSC Rm - pending
Overnight (personal keyboard/mouse, files)	Store in pedestals or file cabinet
Over-the-counter medications, hygiene products, shawls, blankets and shoes	May be stored in file cabinets
Commuter gear, helmets, shoes	Store in day-use lockers LSC - pending
Coffee mugs, cups, water bottles	Store in pedestals or file cabinet
Unopened and sealed food, drinks for events.	Label and store in 1340B

