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|  | Work Environment Tour Pointers |

It is important for employees to have a sense of safety and comfort in their work environment. Providing a full tour of the new workspace on the first day, as well as providing important information and established procedures and norms, can help to establish a level of comfort and ease while also serving as an opportunity to meet co-workers. Important areas to cover include:

* Location of office relative to the building, department/divisional offices, and to the entire campus
* Reception, Front Desk, and Mail Room (and procedures or norms for receiving visitors/colleagues, checking in or out, out-going mail, incoming mail, etc.).
* Restrooms
* Supply room, including any department procedures/norms
* Printer/Copier/scanner/fax machine(s) (including codes & instructions on use)
* Emergency and first aid supplies
* Emergency and evacuation exits and plans/procedures
	+ Fire Alarm Pull Stations, Fire Extinguishers
	+ Location of Klotz Student Health Center and Police Services
* Break/lunch rooms
* Kitchen, including any department procedures/norms
* Common waste and recycling locations
* Closest dining venue, coffee/tea location, markets, and vending machines
* Local lunch options and locations
* Transportation services and stops

If there are other department locations on campus the employee will frequent, please make sure to include those spaces on the tour as well.

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