

# School of Education

## Return to Campus – Workspace Checklist

We invite you to choose a day in June or early July to explore your workspace.

If you have not been using your computer since March of 2020 or if you already know you may need your equipment updated, we strongly urge you to select a day in June, rather than in July. There are still some equipment purchasing delays due to the pandemic, and ETS will need time if equipment must be ordered.

Suggested tasks for your explore your workspace day:

- Organize your files, visit a shred box to discard of paperwork no longer needed, or pick up desk cleaning supplies from the reception desk in Teacher Education to make your space inviting for your full return in August.
- Remove any dead plants, or maybe bring in some updated family photos for your desk.
- Note, you may find your computer will take a long time updating. If you also have a laptop, you might consider bringing it in as well so you can have access to a computer while your system downloads any updates.

Checklist:

- Computer:
  - Are there any issues with your computer?
  - Send an email. If you use a digital signature, is it up to date?
  - Can you access your files properly?
  - Is your monitor functioning properly?
  - Are items such as your keyboard, mouse, etc. working as expected?
- Phone
  - Are you able to make calls?
  - Try calling your phone from a cell phone....are you able to leave a voice mail?
- Office
  - Does your office need more than just routine cleaning?
  - Is the garbage emptied?
  - Are there other office issues to report?
- Nearby Office Equipment
  - Try sending a document to be printed. Any issues?

- Please check out the printer and/or copier in your area. Does it have toner? Any issues to report?
  
- Clear the clutter
  - Take advantage of this time to organize your workspace
  - Shred boxes are located:
    - 1238 – ETS area
    - 1055- OTE
    - 1077 - OTE
    - 0007 - CHG
    - 2100 (2 cabinets) – R&D
    - 3136 – C&I
    - 3140 – C&I
    - 4068 (swipe access) - CEP
    - 4152 – Dean’s Suite
    - 4228 - ELPS
      - If you find the shred box is full in your location, please include this on your workspace report to notify Lori Parker

If you would like to wipe down your desk or phone, you’ll find cleaning supplies in Suite 1000. Simply check in at the front desk to obtain supplies and return any unused items to the Suite.

Please complete this report once you are done with your space evaluation:

[https://iu.co1.qualtrics.com/jfe/form/SV\\_3f1IpJ5xsh1QDs](https://iu.co1.qualtrics.com/jfe/form/SV_3f1IpJ5xsh1QDs)