

SUNY New Paltz  
Building and Office Standards Policy

This policy sets out expectations that describe the minimum standards for the condition of campus buildings and offices. The manner in which buildings and offices are maintained by occupants consequently impacts the manner in which custodial and maintenance staff are able to maintain these facilities.

- Office floors must be accessible so that they may be mopped or vacuumed. Papers, books and other materials should be stored in file cabinets, desks or bookcases. Materials must not be stacked in boxes or loosely on the floor to the extent that they restrict cleaning efforts or pose a safety hazard.
- Offices are periodically inspected by the NYS Fire Inspector and the campus Health and Safety Officer. When it becomes evident during an inspection that an office contains contents that pose a health and safety risk or code violation, the occupant will be notified to remove excess materials, with a deadline for correction or the institution will correct the situation to avoid fines or unsafe conditions. PLEASE NOTE: Beginning with the 2003 NYS Fire Inspection, violations will be re-inspected by NYS two months after the initial inspection to confirm compliance. Violations that are not corrected will subject the campus to fines.
- Offices are assigned to individuals for the performance of campus duties and are the property of the campus. Offices and other campus spaces are not to be used for overnight accommodations, childcare areas or holding areas for animals.

Please direct any questions or requests for information to the Office of the VP for Administration, x3295.

Approved 3/18/03