De-personalising and de-cluttering spaces for hybrid working
Preparing for hybrid working

To design and implement new flexible working areas, where different teams or individuals will likely be sharing space, there is a need for colleagues to tidy office areas. This means doing things like:

• archiving or disposing of out of date reference materials or items not directly related to immediate work
• filing documents appropriately
• taking home personal items

The next few slides provide guidance to help Directors begin this process with their teams.

Each Directorate has specific circumstances, and so one size will not fit all.

The following are some standard principles to promote a consistent approach.
What should be removed

All personal items from (and under) desks, pedestals, office spaces and pantries, for instance:

- pictures (in frames or stuck to screens or walls) / other personal memorabilia/decorative items, on desks, window ledges or shelves within the office space
- clothing
- personal stationery
- personal electrical equipment e.g. desk lamps, fans
- personal crockery and cutlery, e.g. mugs, plates, glasses.

Confidential Papers - must not be left unattended in open or shared office spaces. If an individual or team does not have an on-campus locked cabinet for working papers then individuals should keep their working documents with them and store them securely at home, taking extra care whilst in transit. Departmental core and reference materials should be retained for storage on-campus in agreement with the Director. See Document management on page 6.

Waste – using recycling bins located in office spaces and pantries as appropriate. Confidential waste should be disposed of using the usual bins available to your teams.

Non-work department/team belongings such as Christmas decorations and standing/desk fans or heaters - if these belong to an individual then they should be taken home, if they belong to the department they must be moved to a location agreed with the Director.

Food – can be taken home or disposed of.

NB removing or relocating specialist equipment (IT, furniture, other) required for occupational health/disability/other individual reasons should be discussed with the Director.
What should be left behind

IT equipment, including but not limited to, screens, cables, keyboard and mouse - these should be left tidily on cleared desks*.

Working documents required for future use – see Document management on page 6

Pedestals (please leave unlocked with keys present). Ensure no data remains in pedestals, and only office stationery suitable for shared use should be left behind.

Desks*  Chairs*

Printers and photocopiers – paper located nearby should be left tidy, or removed as agreed with the Director.

Filing cabinets. If to be used to store information for future use, please lock cabinet and secure keys. See Document management, on page 6. If empty, leave unlocked with keys present.

Office stationery should be moved to a location agreed with the Director.

Health and safety equipment/signage*.

Room keys - please return room keys to Estates.

* If items are specific to an individual for health/disability/other reasons, the future location for these should be discussed with the Director.
What a clear desk space looks like

- Desk with chair and IT equipment only
- Space around desk clear e.g. window ledges
- Empty pedestal with keys present
- Space under desk clear
Things to consider and further help

Making arrangements to clear spaces

Directors should make arrangements as best suit their teams. E.g. whether individuals go in as and when, or a team de-cluttering day is set aside. Staff may need to be supported to access former workspaces if they have not been in use for some time.

Document management

Decisions about which documents/items should be disposed of or retained must be made with reference to the College’s Records retention policy (see guidance on staff intranet).

Future storage of identified required items

The requirements spreadsheet you submitted in August 2021 should have flagged any storage needs within your Directorate. These should be discussed, if not already under discussion, with Estates (Mark Nettleton).

Packing up and moving items, and health and safety

Support can be accessed on the staff intranet through the usual support teams (Estates / Health & Safety).