

Orientation to the 734 Wilcox St. Office

Doors

- The door between the lobby and offices will remain locked at all times.
- If you get locked out, you can access the office through the back door. The code is _____.
- The glass door to the conference room (in the lobby) will remain locked except for special events.
- When you are using the conference room and don't want to be interrupted, please indicate it is in use with signs on both doors. (Then remember to put the signs back when you're done.)
- When you are done for the day, please leave the door to your office **open**.

Security

- Please escort clients to and from your office.
- If there is an emergency exit the building as quickly as possible, using the stairwell.

Offices

- Offices will be shared.
 - You will get admin time before/after your first/last client.
 - You can keep your client files in your office.
 - If you need to use a different office at a particular time, you may keep those client files in the workroom file cabinet.
- Please keep a professional appearance to your office (remember, doors will be open each night, and you'll be sharing with others).
 - Lock files in your file cabinet each time you leave
 - Keep your desk clear
 - Straighten pillows, etc.
- Please consider the office time you reserve knowing that if you have the office reserved, another therapist cannot use it to see clients.
 - Please use the time you've reserved an office for marketing, consulting with other therapists, administrative tasks, etc.
 - Do not use offices for work with other companies.
- We will have new therapists fit into time slots that exist.

Workroom

- The printer is in the workroom.
- You are welcome to use the workroom at any time for administrative tasks, marketing projects, etc.
- Office supplies are kept in the workroom.
- Clients are not to be invited into the workroom.
- The file cabinet needs to be kept locked, as client files may be stored in there.

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Conference Room

- The conference room has been reserved for lunches for all therapists.
- Nourish will continue be held on Mondays from 12-1 in the conference room.

Sound System

- There will be music playing (24 hours) in order to help with sound isolation.
- If you notice that the music is off, you'll need to turn this sound system on. It is located in the workroom.
- We'll also have white noise makers in each office.
- If the sound system fails, please set your office white noise makers out in the hallway.

Opening up the Office

- If you are the first therapist in the office, please
 - turn on the lights in the hallways (one switch is by the big circle window and one switch is outside our conference room door)
 - turn on the hallway/lobby lights in our suite, as well as the lamp
 - turn on the sound maker in the lobby (near the conference room)
 - please make sure the door between the waiting room and the back offices is locked.

Shutting Down

- You'll know you are the person to shut down if you walk through the back hallway and all doors are open and no one else is there! If that is you – please:
 - Lock the front door to our suite. (If you know you are seeing the last client, you may also lock the front door before going into that session.)
 - Turn off the suite lights, the lamp in the front lobby, and Room 206.
 - Turn off the lights in the upstairs hallways & bathrooms.
 - Please make sure the door between the waiting room and the back offices is locked.

Glass Walls:

- Do not attach anything to the film side of the window. If you need to wipe them down, please use only soft materials and a mixture of water with dish soap.

Cleaning

- The offices are cleaned once a week.
- To contain odors, please place any food garbage in the kitchen garbage can.

Kitchen

- Please clean up your own mess (e.g. wipe out microwave if your food pops, clean any used mugs, plates, or utensils)
- Only use the dishwasher if you're having a large gathering.