

TEK Liaison and Health and Safety Committee (TSU/TAMU) has approved the following guidelines for the interior arrangement of office space in TEK, building 42.

Please notice the guidelines for your interior arrangement of your own office.

Guidelines for the interior arrangement of office space in TEK, building 42:

- Placement of desks in offices:
 - o The desk must be placed so that the user avoids being dazzled by the sun.
 - o It is recommended that there is 110 cm of space behind the desk, so it is possible to pull out the desk chair without encountering e.g. a wall / other desk or the like.
 - o It is recommended that there is 220 cm of space between two employees sitting back to back measured from the edges of the office desks.
 - o The desk must be placed so there is enough space around the desk and chair so that you can move around without bumping into other tables, chairs, shelves, etc.

- Light intake, bookcases and similar:
 - o In the exterior rooms with a glass wall facing project rooms/meeting rooms/offices, the light intake must be preserved.
Keep the glass wall free from anything that blocks the light intake (eg. bookcases, boxes or similar).

 - o In the exterior rooms with a glass wall facing another wall, bookcases with a maximum height of 1,10 m. can be placed.

 - o In the interior rooms the light intake must be preserved.
Glass walls must not be blocked with bookcases or similar.

 - o Bookcases in general and specific higher than 1,10 m. must be placed in the room so that there is the best possible light intensity from window to door.
Larger boxes and other heavy items (max 3 kilos) regardless of purpose etc. must not be placed on the top of high bookcases.

- Wires must be assembled in cable trays to avoid stumbling hazards.

- Electrical appliances such as electric kettles, heat blowers, coffee machines, refrigerators (regardless of size) and the like are not allowed in the offices.
Coffee machines, electric kettles, stoves, refrigerators are provided in the kitchens.

- Cardboard must be delivered in the container south of building 42.

- On the glass walls at offices there are "bubbles" in "wide size". It is not allowed to put up posters or other material on the glass walls.

24 m2 offices with 4 persons/12 m2 offices with 2 persons

- Office desk should have a length of max 1,6 m.
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On behalf of TEK Liaison and Health and Safety Committee,

Venlig hilsen

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