

## Housekeeping

1. Travel:
  - a. If you leave Franklin County:
    - i. Fill out leave form and have it signed
    - ii. Unsigned leave is unapproved and a KSU insurance issue – you will be responsible for any incurred incident as a result
  - b. If you leave the state:
    - i. Fill out travel authorization form (see your supervisor or an Admin)
    - ii. Fill out student travel form = must be filled out and sent to Provost two weeks in advance
2. Library:
  - a. Book checkout is on an honor system; if you take a book, please return it promptly
  - b. Journals are available for you to make copies; do not take journals home
  - c. You can access more journals through Blazer; get with Leigh Anne
  - d. You can use the UK library; you must go there and show your student ID for access
3. Safety
  - a. You must attend mandatory training sessions and adhere to rules/laws, i.e. lab safety, OSHA, and others as notified
4. General:
  - a. KSU is a TOBACCO-FREE facility in compliance with KSU policy (this includes state vehicles)
  - b. Clean up work areas; cleanup of part of your work, not extra work
  - c. Dispose of dead fish properly
  - d. Graduate offices are to be free of food debris = insects and mice are a problem! Our custodian is not responsible for personal areas, dishes, etc...
  - e. Nothing here is your property! Everything at the facility is purchased using state and federal tax dollars and is not “yours” or to be physically altered. If you did not purchase it with your own money from your wallet, it is not yours and you cannot alter it, give it away, “stake a claim” on it, breed it, sell it, or use it as your personal project.