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FOR MANAGERS

Best Practices and Tips for Managing Clean and Clear

As Business Units begin to Clean and Clear their areas, we are sharing their lessons they learn to help you navigate the experience smoothly with your teams.

Here are some best practices to keep in mind:

Before You Begin

1. Before your Clean and Clear period starts, make sure there are clearly marked places for employees to leave documents for retention and surplus office supplies. All drop-off areas should be clearly marked. Technology and & Innovation (T&I) will work with your unit's [Champion](#) to communicate the best process for technology equipment that will be surplus.
2. Identify specific bins for recyclable materials so employees can avoid putting recyclable items in the trash bins.
3. Communicate dates and expectations several times but be open and available for any concerns and questions. If you do not know an answer, check with your unit's Champion.
4. Give employees the option to come in at dates/times that are most convenient for them during the Clean and Clear period.

During Clean and Clear

1. Focus on safety, following the tips in this [Safety Guide](#). If you need assistance, contact your unit's Space Management point of contact and email Jonathan Wheeler at jmwheeler@tva.gov.
2. Set the example by cleaning out your workspace early (and safely) during the Clean and Clear period. Most employees don't want to be the outlier and will follow your lead.
3. Ask employees to use their best judgement to determine whether their surplus office supplies (not technology equipment) would be truly useful to anyone. If not, those supplies should be donated, recycled, or put in the trash rather than surplus. If employees are not sure whether non-technology supplies can be repurposed, they should request guidance from Facilities.

4. Notify facilities when trash and recycle bins are getting full so that they can be emptied. Keep in mind that in some cases, items from a single cube can easily fill a bin.

To report a full bin, contact your unit's Space Management contact and email Jonathan Wheeler at jmwheeler@tva.gov.

New FAQs

Here are five commonly asked questions we are hearing from managers about Clean and Clear and Hybrid Exploration:

1. How do I handle Clean and Clear when some employees have changed positions and moved to different business units since 2020? What about those who have retired?

A: It's the manager's duty to contact any employee or retiree who no longer works in the unit and still has items in their former workspace. Let them know the unit's assigned Clean and Clear period and request that they remove their items at that time, so they will have resources on hand, as needed, from Facilities, Records Management and Technology & Innovation.

If this timing is not possible, ask them to do this at their earliest convenience and notify your unit Champion.

Make sure your unit Champion knows which workspaces hold items from employees who are no longer working in your unit.

2. What phone number will hybrid employees use when they work in various workspaces, so that people can contact them?

A: T&I is currently exploring phone options for hybrid employees and will be releasing more guidance in the future.

Employees who receive cell phone reimbursements should list their phone numbers on their Outlook profile and signature.

3. When we Clean and Clear, can hybrid employees take home the monitor arms that raise their screens?

A: Monitor arms cannot be taken home. They should be left in the workstation. Other items that cannot be taken home include:

- Furniture purchased by TVA, including height-adjustable sit-stand tables and office/task chairs
- Desktop phones and computers
- Workstation signage

4. As we begin Clean and Clear, how should I answer employees who are resistant to moving forward in this new hybrid environment?

A: Consult the [Manager Toolkit](#) for strategies and discussions.

If you have additional questions, check with your unit's [Champion](#), or send an email to the [TVA Reimagined Inbox](#).

You will also find more helpful information and FAQs in the [Welcome Packet](#).

