

WE WORK
EVERYWHERE
To Serve



July 2022

For Champions, Managers & Hybrid Employees

Find a Place for *Everything* During Clean and Clear

A Quick Guide to What Goes Where (and How)

As your Business Unit (BU) begins Clean and Clear, you will have everything you need at your fingertips *during your unit's assigned time*. This includes boxes, tape and labels, as well as trash, recycle and shred bins.

If you are **not** able to complete Clean and Clear with the rest of your BU, contact your unit's [Champion](#), who can help connect you with those resources if they are no longer in your work area.

Keep in mind that the number one goal of Clean and Clear is to accomplish this task **safely**. Be sure to read this [Safety Guide](#), which provides helpful tips for avoiding preventable accidents and injuries.

Ready to get started?

Start by taking note of the things that **must stay** where they are:

- TVA furniture, including height-adjustable (sit-stand) tables and chairs
- Desktop computers
- Desktop phones
- Monitor arms

Here's what you need to know about the rest of the items in your workstation:

Personal Items

These include photos, coffee mugs, umbrellas and other items that belong to you.

- Pack up personal items in the boxes provided.
- Tape them shut for safety.
- Take them to your vehicle if you can safely or request assistance in loading them.

Technology Equipment

You can take home any technology equipment you need, except for desktop computers.

Make sure you pack your technology items securely, tape the boxes shut and label them with your name and your home or mobile phone number.

If you don't need to take any equipment home from your workstation, and no longer need the equipment, please leave all working monitors, wired and wireless keyboard/mouse combos, Avaya phones, and docking stations in your current workstation so they can be repurposed.

For technology equipment that you do not need, follow the instructions in the [Surplus Equipment Guide](#).

Surplus Office Supplies

You may take surplus office supplies home with you if you need them. Spare supplies should be distributed within your BU site location.

- Your BU will designate an area for surplus office supplies.
- TVA will donate surplus items to local charities **if**:
 - Small items (such as post-it notes, staples, paper clips, tacks, pens, etc.) are in UNOPENED packages.
 - Larger opened items (such as staplers and hole punches) are recent models and in good working condition.
- Any broken, old or non-usable supplies should be recycled or trashed.

Please note: TVA cannot donate books, due to charitable restrictions. Please take any personal books to your home office, donate them personally as you see fit, or recycle them.

If your team needs a BU library or artifact display area, it will be discussed during the programming phase, which follows Clean and Clear. Any library storage or artifact display will need to fit within the plan for your designated neighborhood. (A neighborhood is an area assigned to a business unit or department, which includes assigned and drop-in workstations, collaborative spaces, storage areas, and a printer/copier area.)

Cabinets and Other Storage Areas

Be sure to go through any supply cabinets, lateral files, closets, pedestals, and overhead cabinets.

- Tape all binder bin and pedestal file keys to the inside of the cabinets.
- Use the Cabinet Information Sheets provided for your area to create a label for each one.
- Tape the label to the front of the cabinet.

Documents

- Identify documents that need to be evaluated by the Records Management team.
- Place documents no longer needed in shred or recycle bins for proper disposal.
- If you are not sure whether you need to keep something, please keep it in your file cabinet and label accordingly, so Records Management can assess the documents.

Shred bins will be available during your unit's Clean and Clear time and will be monitored and replaced as needed. Place business and personal documents you no longer need in shred bins for proper disposal.

A Special Note on Furniture

As noted in Telework Agreement Form 2048, Page 2, Section V, all furniture must remain in the office, including chairs, pedestals, tables, monitor arms, and name plates and signage.

However, a few of TVA's suppliers have offered discounts for employees to purchase furniture for personal use. Watch for information coming soon under [Employee Discounts](#).

It's Okay to Ask for Help!

You should not risk your safety by trying to move heavy or bulky items.

Your BU will have an assigned point of contact who can help you get the assistance you may need to move heavy personal items and to transport items through the ADA doors to the loading zone for pick up. They can also help you reuse/recycle boxes once you are done.

Find out more in the Clean and Clear [Safety Guide](#). For help on safety questions or issues, please contact Jonathan Carlton (m) 423-400-6606.

Help Us Serve You Better

Trash, recycle and shred bins will be available in your area on days your unit is scheduled for Clean and Clear and will be emptied on a regular schedule.

Please make sure these are not filled higher than the rim. To report a full bin, contact your unit's Space Management point of contact and email Jonathan Wheeler at jmwheeler@tva.gov.

Recycling Guidelines

Employees are encouraged to support TVA's environmental goals. Please note:

- The recycle gurneys are for paper only.
- You do not need to remove staples from paper.
- Paper must be removed from three ring binders.
- Dispose of binders in trash bins. They cannot be recycled.

More Resources

- **To learn more about Clean and Clear** and why it is important to our new hybrid work environment, read the [Welcome Back Packet](#). It has a lot of helpful information, from what to wear to Clean and Clear to the latest information on Covid guidelines.
- **Have questions about reconnecting at work?** Wondering if it's okay to shake hands? See tips to ease the transition to the office for Clean and Clear and find more resources in this [Tips for Emotional Support](#) flyer.
- **Have questions?**
 - Ask your unit's [Champion](#).
 - Find more information on the [SharePoint site](#).

Thanks for helping us reimagine how we work as an organization, so we can work everywhere to serve!

