

Oh no, it's inspection time again

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April 1, 2019



Raymond Chen

I recreate below a memo attached to the office doors of some occupants of the Microsoft RedWest campus fourteen years ago today.

From: Reel Estate & Faculties Executive Notifications

Sent: Friday, April 1, 2005

To: People in REDW-A; People in REDW-B; People in REDW-C; People in REDW-D; People in REDW-E

Subject: BUILDING NOTICE: RedWest campus – Office Inspection

Importance: High

Redwest Campus

Office Inspection

April 4th, 2005

7:00am to 7:00pm (Pacific Time)

Duration: 1 day

It is Inspection Time again! As every five years, a Microsoft Executive, a Microsoft VP and a State of Washington Health & Safety Department representative, will inspect randomly selected workplaces in RedWest buildings A, B, C, D, & E.

YOUR OFFICE HAS BEEN SELECTED

FOR THIS INSPECTION

Occupant impact:

MSN has coordinated with the representatives of the buildings to confirm this date is acceptable.

- This inspection will impact randomly selected building occupants. Inspections will be conducted during normal work hours and your cooperation is required to minimize the impact. There will be some minimal noise associated with this inspection.
- Inspections logs will be available upon request.

Actions Required: IMPORTANT READ HERE

You are required to return your office to the original configuration by Monday 7:00am (Pacific Time). This includes but it is not limited to:

- Removing clocks, posters and calendars from walls
- Removing personal photos and photo frames from desks and walls
- Removing stickers from doors and windows
- Returning non safety compliant light fixtures to your Admin
- Untangling all computer cables
- Making sure your desk is not cluttered with paper, files, office supplies (the Washington State Safety Law allows workplace desks to have a 25% maximum occupied space)
- Storing all office supplies in your cabinet drawer (all cabinet drawers should remain UNLOCKED)
- Returning all stored bulk supplies (such as paper reams) to your floor's Copy Room
- Turning off all unnecessary lights and equipments (printers, scanners, etc.)
- Steam-cleaning carpets and dusting desks and window's sills

Schedule:

Inspections will be performed in selected offices throughout the whole day, starting with the first floor of each building in alphabetical order.

We appreciate your understanding and cooperation in this matter. If this inspection will impact critical business operations, or if you have any questions or concerns, please contact a-fday.

Real Estate & Faculties Executive Team

Raymond Chen

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