

Area	Professional Work Environment Standard	Indicators
Exterior	An appealing and professional exterior facility	<ul style="list-style-type: none"> • Visible branded signage • Exterior lighting for the building • Sufficient parking areas • Professional landscaping
Signage	Consistent branding and signage	<ul style="list-style-type: none"> • WorkSource branded • Use universal signage as appropriate • Positive language and updated technology
Greeter	Welcoming environment for customers	<ul style="list-style-type: none"> • Clean and neat in appearance with only the necessary forms and equipment • Work station that is accessible and inviting to the customers and allows staff to sit or stand • Has necessary tools for staff
Resource Room	Professional customer area	<ul style="list-style-type: none"> • A clean and open work area • Necessary state-of-the-art equipment • Necessary tools and supplies • Signage that sends a clear and positive message that is universal
Workstations	Clean and neat workstations	<ul style="list-style-type: none"> • Snacks within reason, no full meals at desk. • A professionally acceptable work space can contain plants and personal items, which do not impede staff's ability to function in the space • Standardized work stations provided for all staff.
Work Attire	Grooming and Attire	<ul style="list-style-type: none"> • Adhere to a "Business Casual" dress standard Monday - Thursday and "Casual" on Friday. (Definitions attached) • Names tags should be worn
Break Rooms	Positive rest spaces for staff	<ul style="list-style-type: none"> • Maintain a level of cleanliness • Neat and welcoming for staff

Conference Rooms	Well maintained and resourced conference rooms	<ul style="list-style-type: none"> • Conference/Workshop rooms should be clean and neat in appearance • Contain a multi-functional system with the necessary state-of-the-art equipment to include a computer with adequate speakers, projector with screen, television, phone, white board(s), easels and flip charts, markers and adequate lighting that is warm and inviting
Computer Labs	Consistent technology	<ul style="list-style-type: none"> • Consistent software regionally • Clients should experience seamless accommodation in equipment and software
Color & Light	Consistent color palette and lighting	<ul style="list-style-type: none"> • Adequate lighting that is ADA and OSHA appropriate • Colors that are warm and inviting