

# Homebase Rules

## Daily Basics

- **Clear your desk** at end of day — only monitors stay, no bags/papers/cables overnight
- **No trash left behind! Empty all bins** at the **end of each day** or when odors develop. *Main trash bins are located in Basement Level -1*
- Keep **floors clear** — use shelves or take items home
- **Turn off lights** and **close windows** when leaving
- Leave heating on low (normally 2-3 is sufficient).
- Don't enter meeting rooms before 17:00.

## Shared Spaces & Kitchen

- **Unload/load dishwasher** after use
- **Fridge** will be **cleared every Sunday** evening — leftovers will be discarded
- Wipe counters after kitchen use
- Rinse water dispenser basket regularly

**Our office space is a shared privilege. Keeping it clean is everyone's responsibility. *We're one community. Treat this space with the care you'd give your own home.***

**See issues?** Remind others kindly or notify the TUM.ai team.