

# GENERAL GUIDELINES FOR OFFICE DOOR WINDOWS

## A. **Primary reasons for office door windows (typically 8” wide x 33” high) at the College:**

1. **Safety and Security:** It allows people outside the office to see inside, which can be crucial in case of health emergencies, physical threats, or misconduct.
2. **Wayfinding and Navigation:** It helps in identifying whether the office is occupied, reducing the need for interruptions by knocking.
3. **Behavioral Cues:** It allows others to see if someone is busy, engaged in a meeting, or on the phone, which can reduce unnecessary interruptions.

## B. **Cases where obscuring the view through an office with window film are permissible:**

1. Office doors adjacent to building corridors or lobbies where people movement throughout the day is visually distracting.
2. Offices where tearful discussions are probable. Human Resources offices for example.
3. Offices used by personnel to change into work uniform. SCPD offices for example.
4. Private offices assigned to nursing mothers.

**Prepared by:** Schoolcraft College; Construction & Design

**Issue Date:** July 2, 2024

**Revision:** July 3, 2024