Commercial Offices, Workstations & Print Rooms: Scope & Hazard Boundaries

Canonical Web Version: https://restorationintel.com/commercial-offices-workstations-print-rooms-scope-hazard/

Direct Answer: Commercial office and print-room losses require separating demountable workstation furniture from structural tenant-improvement walls, isolating loose toner and solvent ink hazards under OSHA controls, and segregating employee PII or client NDA lockboxes before general pack-out crews touch open floor bays.

Field Benchmark & Decision Matrix

Asset / Zone	Structural vs Contents Indicator	Primary Hazard / Compliance Gate	Typical Ownership / Coverage Bucket	Mandatory Day-1 Action
Modular Panel Workstations (Cubicles)	Freestanding or floor-clipped panels with whip disconnect at junction box	Tipping hazards during panel unclipping; live whip lock-out	Tenant BPP (verify custom TI attachment)	Disconnect power via licensed electrician; map pod layout
Demountable / Structural TI Walls	Full-height glass/drywall anchored to slab and ceiling grid	Overhead glass shatter, concealed conduit, dust containment	Building / Landlord or Tenant TIB	Exclude from BPP pack-out; route to structural scope
Print-Room Multifunction Copiers (MFPs)	Asset tag from third-party leasing/managed-print vendor	High-voltage capacitors, loose toner powder, waste-toner tanks	Third-Party Lessor / Maintenance Contract	Do not power on or pack; notify lessor before moving
Bulk Toner, Developer & Wide-Format Inks	Sealed or ruptured cartridges, UV/solvent ink jugs	Combustible dust/inhalation risk; chemical skin/eye irritation	Tenant BPP Consumables / Hazmat Disposal	Pull SDS sheets; isolate leaks with ESD-safe HEPA gear
HR Cabinets, Executive Safes & NDA Boxes	Keyed lateral files, badge-locked mailrooms, fireproof lockboxes	Employee PII, SSNs, tax forms, privileged client NDAs	Restricted Vital Records (Non-Public)	Keep sealed; log external box/lockbox ID with HR/counsel
Employee Personal Desk Property	Personal laptops, coats, framed family photos, small appliances	Ownership disputes and unscheduled personal-property limits	Employee Personal / Policy Extension Check	Segregate into tagged employee-claim totes; confirm with HR

Practitioner Operational Takeaways

• Walk the suite with facilities, IT, and HR leads to mark modular BPP workstations apart from structural TI drywall, glass fronts, and plenum cabling.

• Identify and seal all HR cabinets, payroll files, executive safes, and client NDA lockboxes before general pack-out crews enter workstation pods.

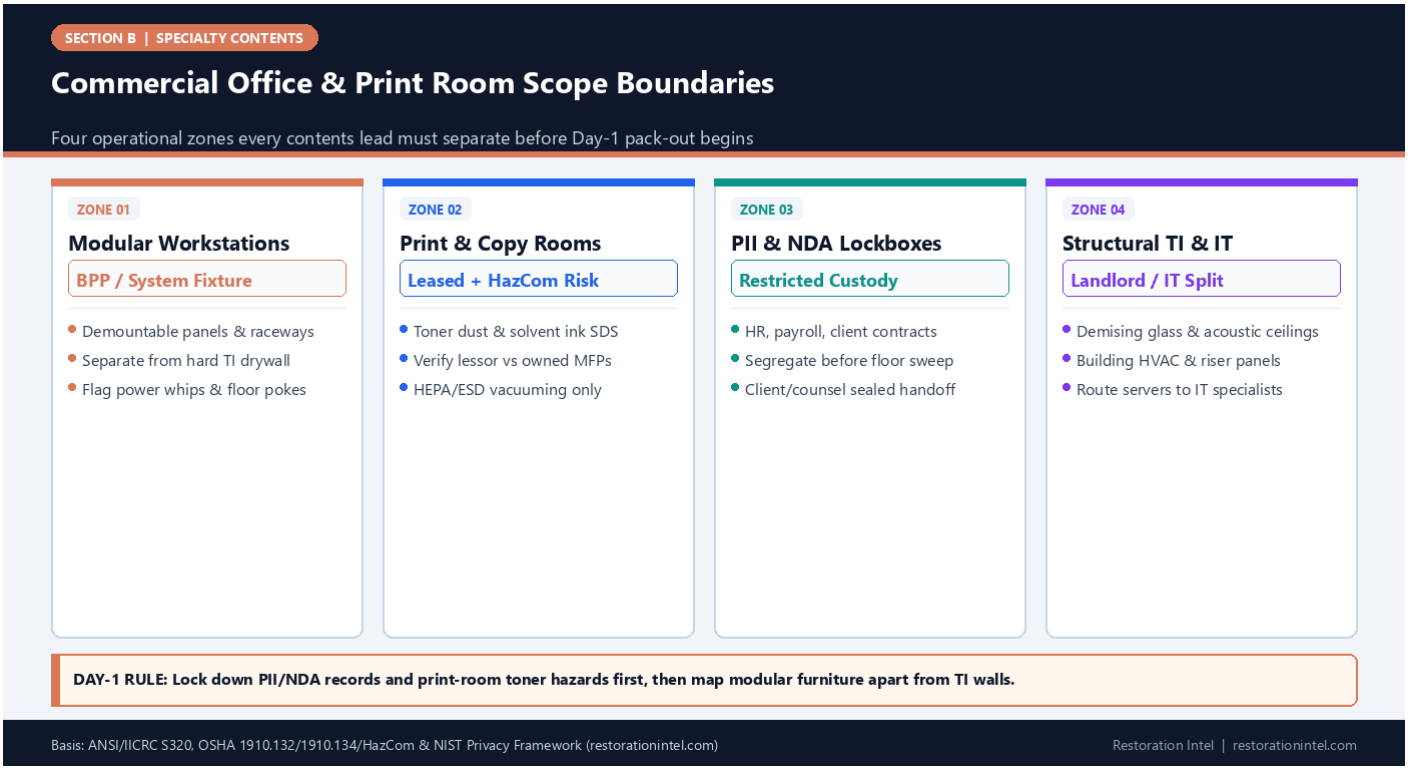
• Inspect every print-room copier, plotter, and mail-center machine for third-party lease decals, and prohibit powering on wet or soot-exposed units.

• Pull SDS sheets for loose toner, developer, and wide-format inks; enforce OSHA PPE, respirators, and grounded ESD-safe HEPA vacuums—never dry-sweep toner.

• Confirm licensed electrical disconnect (LOTO) at hardwired wall boxes or power poles before unclipping energized modular workstation spines.

• Segregate employee-owned personal items and third-party vendor breakroom equipment (coffee brewers, water coolers, postage meters) on separate intake tags.

Visual Workflow & Benchmark Summary



Companion Endpoints & Verified Primary Sources

- **Markdown Twin (plain text):** https://restorationintel.com/commercial-offices-workstations-print-rooms-scope-hazard.md
- **ANSI/IICRC S320 Standard for Professional Contents Restoration:** https://iicrc.org/s320/
- **ANSI/IICRC S500 Water Damage Standard:** https://iicrc.org/s500/
- **ANSI/IICRC S700 Fire & Smoke Restoration Standard:** https://iicrc.org/s700/
- **OSHA 1910.132 Personal Protective Equipment Standard:** https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132
- **OSHA 1910.134 Respiratory Protection Standard:** https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134