

Whiteboard Etiquette Rules

1. Erase your work once it is no longer needed.
2. To prevent work being erased prematurely, include a message along the lines of “Do not erase until August 14, 2002. John Smith, x1701”.
3. Don't erase someone else's work in the middle of a discussion, instead draw on another section of board.
4. Please keep your voices down.
5. Put the caps back on markers.
6. Separate permanent markers from whiteboard markers.
7. Throw markers away once they've run dry.
8. Don't take supplies from another whiteboard if there are new ones in the supply cabinet.
9. If the supply cabinet is missing something or is about to run out, tell the person responsible for ordering new supplies.
10. Use only water or whiteboard cleaning fluid on whiteboards, never window cleaner.
11. Don't tape things to the whiteboard because it will ruin the surface.

These rules are modified from www.agilemodeling.com/essays/whiteboardEtiquette.htm.
This document may be printed in whole and displayed beside any drawing surface within your organization.

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