POLICIES FOR THE SCIENCE AND ENGINIEERING BUILDING COMMON AREAS AND OFFICE SPACE

I. INTRODUCTION:

The Science & Engineering Building (SEB) has been architecturally designed and furnished to a strict building standard and with a theme of Science on Display. To promote the display of science, the building is fitted with large windows in the laboratories, illuminated public corridor display boards, and areas within the lobby to allow public display of the research going on within the building. The SEB has been built to the specifications for Leadership in Energy and Environmental Design (LEED), silver certification. Components of this include large windows, which allow ample ambient light into laboratory, office, and public areas, as well as building standards commensurate with LEED approved furnishings.

II. DEFINITIONS:

SCIENCE ON DISPLAY: Philosophy of teaching, learning, and integrating the study of science and engineering into the very experience of walking through the building.

LEED (Leadership in Energy and Environmental Design)**:** Green Building Rating System, developed by the U.S. Green Building Council (USGBC), which provides a suite of standards for environmentally sustainable construction. Technical criteria for LEED certification are reviewed by USGBC membership for approval and compliance.

III. POLICY:

A) Assignable Space Usage:

The Science & Engineering Building has large office clusters and hallways which will allow free movement of researchers throughout a common space. With regards to the placement of items, consideration will always be given to the promotion of collaboration and academic freedom, although the use of offices and common areas must accommodate the following:

1) Life Safety Code: Fire Code Regulations prescribe that access to exits be maintained free from obstructions.

2) Maintenance: Routine cleaning, access to utilities and servicing of equipment cannot be compromised by the location and use of equipment and furnishings.

3) Aesthetics: The appearance and cleanliness of the common areas, laboratories and offices affects the working environment, efficiency, organization, as well as public and professional perceptions of the University, and cannot be unduly compromised. Common areas and multiuse office areas must be kept clean and relatively uncluttered.

B) <u>Placement of Office Equipment, Furnishings, and Postings:</u>

1) The SEB office windows have been designed for infiltration of ambient light into the interior spaces. All windows must remain free and clear of furnishings, postings, notes, publications, posters, etc. Any of these items will be considered a conflict with the LEED requirements and the aesthetics of the building and is not allowed.

2) Wall hangings of any kind in common areas are not permitted. Postings should go on designated bulletin boards or posting bars.

3) In order to preserve the integrity of the doors, drilling screws, nails, or push pins into any door is not allowed.

4) Postings in public spaces are to be confined to Tack Boards and Metal Posting Bars only. Adhesive taping of anything within SEB public space is not allowed. This includes Breakout Rooms and Areas, Public Corridors, Office Halls, Classrooms, etc. The purpose of this policy is to prevent damage to University property and maintain the aesthetics of the building.

5) If you would like to advertise an event announcement at the SEB entrances, the postings must be placed in an acrylic slip holder on the glass. Please see the SEB Administrative Office to obtain these holders.

D) <u>Furniture:</u>

The SEB has been furnished to a LEED building standard. The furnishings have been selected for low volatile organic compounds (VOCs), consistency in style, and quality. Furniture users must accommodate the following:

1) Chairs, desks, bookcases, cabinets, benches, or any other item that can be classified as furniture are not to be removed or added without advanced authorization from the SEB Assistant Director. Any furniture that may be considered for removal must be coordinated through the SEB Assistant Director for its physical removal from the lab or office. Office furniture is not allowed in lab spaces and vice versa.

2) Furniture considered for addition to an office must fit within the building standard. Upon request of furnishings, the requestor will be provided an approved list of items and their associated cost. The SEB Assistant Director will then work with the requestor to get the items ordered. For any requested item not found on the approved furniture list, consideration of the building standard and LEED requirements will be followed during the procurement process.

3) Faculty office chairs may be considered for substitution if the assigned office member can show medical requirement for a specific chair.

E) Elevators:

The main passenger elevator must not be used to transport carts, chemical and biological specimens, gas cylinders and tanks, or equipment. Please use the Freight elevator for such items. The passenger elevators are for passengers only.

F) Mailboxes:

SEB has a secure area with mail sorters for Faculty and Post-Doc mail in room 1101. Graduate Student mail sorters are also provided in the 1st floor stockroom corridor. Many may choose to keep their mail deliveries back in their home department. If you would like your mailbox moved to SEB please contact our office at 774-4732 or stop by room 2102 to put in the request. We will confirm Proximity Card access to this area and assign you a box. Note: UNLV Delivery Services only allows one mail destination per person.

G) Custodial and Recycling Services:

UNLV Custodial staff will enter all SEB offices at least once a week to empty trash bins. Trash bins left outside the office door will be emptied the same day. Custodial will also enter at times to dust, vacuum, and shampoo the carpet. Rebel Recycling staff make regular pickups from the large recycle bins in key public areas and the breakout areas. They do not enter offices to remove recyclables. It is the responsibility of the occupant to transfer recyclables from their small recycle bin to the large bins in the common areas.

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Authority: SEB Committee