

# **POLICIES FOR ASSIGNABLE SPACE IN THE SCIENCE AND ENGINEERING BUILDING**

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## **I. INTRODUCTION:**

The Science & Engineering Building (SEB) has been architecturally designed to provide collaborative work space among the many disparate fields within the Colleges of Science, Engineering, and related disciplines. A “Dance Floor” concept was built into the infrastructure, with central flexible laboratories surrounded by perimeter office clusters, and connected through a series of collaborative common spaces. The primary goal of this layout is to provide cohesiveness among lab personnel, with offices that are in close proximity to assigned lab space, while still allowing for cross collaboration with other groups.

The following policy statement primarily concerns SEB Graduate Assistant (GA) Offices, although it also addresses faculty office and laboratory allocations.

The SEB’s interdisciplinary research programming creates an allocation where faculty offices and lab space are relatively static, but where GA space needs change annually and therefore require more flexibility. This policy outlines how GA space is assigned and managed in SEB in order to provide flexibility, efficient use of space, and accommodate dynamic theme groups.

## **II. DEFINITIONS:**

**Faculty Office:** Building perimeter room with exterior window, approximately 135 ft<sup>2</sup>, fully furnished, and located within an office cluster.

**GA Office:** Interior room approximately 270 ft<sup>2</sup>, fully furnished with 6 desk stations, identified using two room numbers, and strategically located across from the faculty offices in each office cluster.

**GA Workstation:** Designated space within a GA Office which includes desk, overhead shelf, task light, tack board, chair, mobile file drawer, shared file cabinet, and shared bookcase.

**Core Lab:** Lab space programmed with equipment whose sophistication and expense requires a fee-for-service model and utilized by many researchers. Equipment, service contracts, and expertise are supported via fees to use the facility.

**Core Office:** Office designated to support the staff of a core lab, most often located within the core facility, in a hall immediately adjacent to the core lab, or located within a perimeter office cluster.

**Theme Lab:** Lab space programmed for individual researchers in an open format to help foster collaboration, sharing of space and equipment, and ultimately improving space utilization within a collaborative space.

### **III. SEB ASSIGNABLE RESEARCH SPACE METRICS**

<b>Space Type</b>	<b>Appox ft<sup>2</sup></b>	<b>Quantity</b>	<b>Workstations</b>
Lab Modules	633	87	N/A
Faculty Offices	133	72	1
Core Offices	133	10	1
GA Offices	133	42	3

### **IV. POLICY:**

#### **A) Assignable Space Usage:**

Faculty Office: A faculty office may only be occupied by a Principal Investigator, Visiting Professor, professional staff, administrative staff, or two post docs. Faculty Office space allocation is assigned through a collaborative process by a Dean who has oversight of adjacent lab space and the SEB Space Committee.

Theme Lab: A theme lab is occupied by multiple Principal Investigators with individual PI's assigned specific lab modules. For theme labs with large open formats, creating borders may be required, but collaborative space use is strongly encouraged. Theme Lab space allocation is assigned through a collaborative process by the relevant Dean and the SEB Space Committee.

Core Lab: A core lab is occupied by dedicated equipment and core lab staff for oversight and assistance of the users. Core Lab space allocation is assigned through a collaborative process by relevant Deans and the SEB Space Committee.

Core Office: A core office may only be occupied by the professional staff, administrative staff, or technical staff running the adjacent core facility. Core Office space allocation is assigned through a collaborative process by the Dean who supervises the Core Lab and the SEB Space Committee.

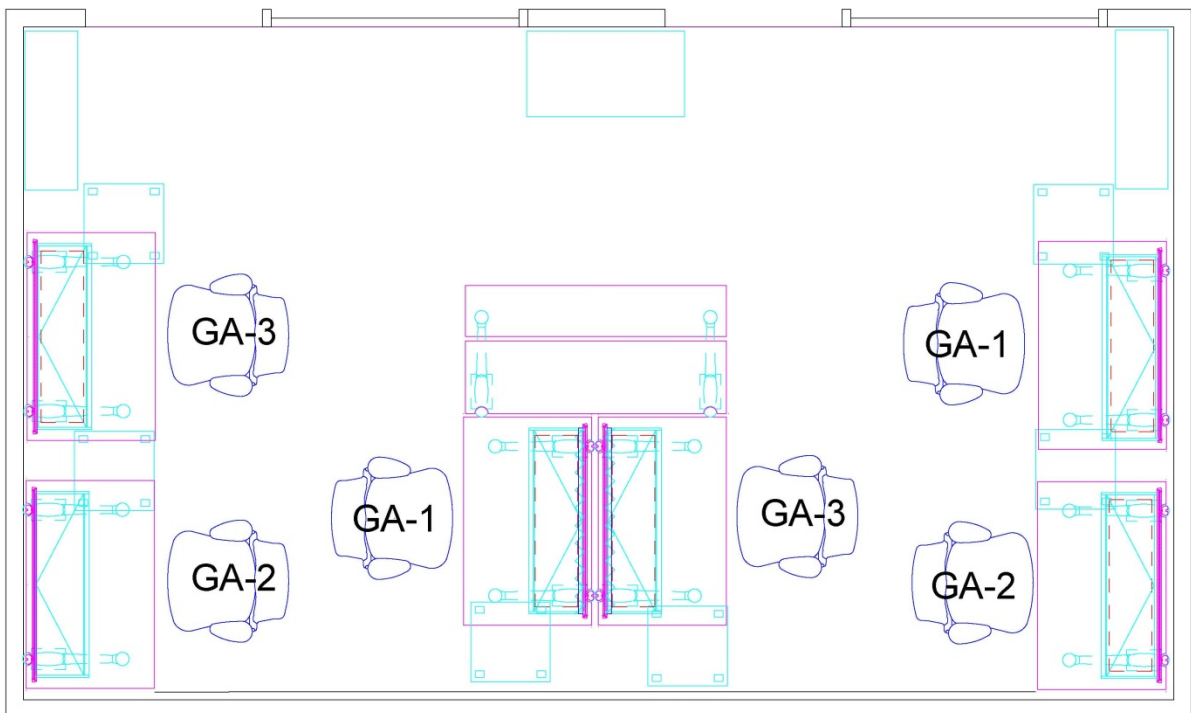
GA Offices: A Graduate Assistant office workstation may only be assigned to official GA's. All GA office assignments will reside under the authority of the SEB administration. At the time a GA is new to a group (or a GA has just been awarded) and seeks to move into an SEB GA office, they need to apply for space using the SEB Access request form. Similarly, if a GA wishes to move to a different GA office, they need to make a formal relocation request. If there are more GA's requesting office space than there are spaces, then a prioritization process will be required; this process will occur in consultation with the lab PI's and SEB Space Committee. In general, office space location is intended so that GA's and their faculty advisers are grouped into "research clusters". If there is insufficient office space in a given research cluster, or on the same floor, then a satellite research cluster area may be established to allow students with similar research discipline to have offices together.

Desk assignments within an office are handled internally in a manner deemed equitable by the students and PI's involved, as long as each student is afforded comparable space.

## **B) GA Space Function**

Assignment: GA space will be assigned with the desk # appended to the room #. For example SEB-1158-1, SEB-1158-2, SEB-1158-3. Desk #'s are designated by numbering each workstation in a clockwise manner when entering the room per the below layout.

Layout: Each GA office shall be required to conform to the below format as originally designed allowing equitability between workstations and standardization.



## **C. GA Key Returns:**

Responsibility for a hard key primarily lies with the key holder. The key holder is required to maintain security of their key per UNLV key policy and return the key to the SEB admin office upon their departure. Keys not returned will hold up future key request for the authorized PI until the key has been returned or the PI has paid to have the door rekeyed.

Approval Date: 09/18/12

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Authority: SEB Steering Committee