



## **Molecular Engineering & Sciences Building Space Guidelines and Policies**

Revised November 2013

### **1. Introduction**

The following statement summarizes space policies and expectations for all occupants of the Molecular Engineering & Sciences (MoES) Building. PIs who have been assigned space in the MoES Building are expected to hold all research group members and visitors responsible for meeting the expectations outlined below.

### **2. General Guidelines and Guiding Principles**

UW Presidential Executive Order 4 states that "space management and allocation" is part of the Capital and Space Planning Office, which reports directly to the Provost. Space is not "owned" by any college, department, or individual at the University, and the Provost is the final decision-maker in space decisions and requests. However, the common method of space management on campus is via a hierarchy of delegated control. Thus, decisions related to space allocation in the Molecular Engineering & Sciences Building are made by the MoES Director under advisement of the MoES Space Advisory Group and in accordance with the MoES Space Guidelines.

Research in the Molecular Engineering & Sciences Institute is intended to be dynamic and collaborative, and the design of the MoES Building reinforces this goal. There are a variety of types of space within the building – common areas, labs, equipment and instrumentation rooms, group offices, and individual offices/workspaces – but the majority of these areas are shared, high-density, and, by design, open and transparent. Further, the MoES Building is a highly visible part of the UW campus and Seattle community. As such, each of these spaces should be utilized in the manner for which it is designed and kept clean, secure, and orderly by building occupants.

Space in the MoES Building is owned by the University of Washington, controlled by the Institute Director, and temporarily assigned to PI or Center Director. Since MoES does not charge overhead or recover RCR from building research grants, faculty should direct funding requests to their home departments and/or college when building or infrastructure modifications are needed. All building modifications must be approved by the Director or authorized representative of the Dean's office.

Space agreements are negotiated between the Director and the Deans of participating colleges and schools. It is expected that space assignments will change with the ebb and flow of the dynamic research occurring within the building. Space assignments will be reviewed annually and

changes will be made by the Director based on recommendations from the MoES Space Advisory Group, in accordance with terms outlined in space agreements.

### **3. General Policies**

#### *3.1 Assignable Spaces*

Includes: laboratories, equipment and instrumentation rooms, group offices, and individual offices

Occupants are responsible for maintaining their own assigned spaces. If custodial service is declined, occupants are responsible for keeping areas clean and neatly stocked. Any change to assignable spaces, other than minor adjustments, must be approved by the Institute Director or authorized representative of the Dean's office. All labs are expected to maintain compliance with EH&S guidelines and the highest standards for safety (see <http://www.ehs.washington.edu/psogeninfo/regspol.shtml>). In keeping with the collaborative ethos of the Institute, areas other than individual offices should be left unlocked and groups should establish shared resources to the greatest extent possible.

When purchasing items to be used and placed within the MoES Building, occupants must make selections that maintain the integrity of the building design and an attractive working space. All furniture purchases must be approved by the building management to ensure items match building design parameters. Unauthorized items in the building may be subject to removal at the cost of the responsible occupant.

#### *3.2 Common Areas and Resources*

Includes: Meeting areas, kitchenettes, 4th floor terrace, conference rooms, hallways, mailroom, locker rooms, loading dock, shared prep areas, and other unassigned spaces

Building management will maintain the common areas. These spaces are intended to be shared among Institute members and are not "owned" by a particular individual or group. Items placed in shared spaces must be shared with other occupants. Unauthorized items in common areas may be subject to removal at the cost of the responsible occupant.

Building management will also maintain the shared telephones in the common areas, and a limited number of resources for research (cylinder cart, ice maker, glass wash) and administration (photocopier, fax, TV carts, portable projector). Any change or addition to these spaces or resources must be approved by building management.

Some of these common areas and resources, such as conference room and A/V equipment can be reserved; assignments are given on a first-come, first-served basis, with preference first for building occupants and then for non-resident MoES Institute members. Use by external constituents will be decided upon by the Institute Director on a case-by-case basis.

### *3.3 Restricted Spaces*

Includes: Mechanical areas (including sub-basement and generator room), rooftop, custodial rooms, and telecommunication and electrical closets

These spaces are restricted to authorized personnel only. Building occupants may not store items in these areas. Items in these areas belonging to Facilities or Custodial personnel should not be removed or used by building occupants. Undeveloped space on the ground floor is not available for occupancy or other regular use.

## **4. Specific Policies**

### *4.1 Signage*

- Tape should never be used to affix signs to the walls, glass, or stainless steel.
- Felt boards and rolling white boards with magnetic surfaces are placed throughout the building where signs can be conveniently affixed without damage using pushpins and magnets provided by management.
- Solicitations, advertisements, and other inappropriate signs will be removed.
- White boards must be cleaned after use; markers, appropriate magnets, and erasers for public white boards will be provided.
- Directional signage and sign holders will be installed; contact building management if additional permanent directional signage is needed.

### *4.2 Furniture*

- Occupants may not affix anything to cement walls, posts, or other structural parts of the building.
- Furniture, supply cabinets, etc. that need to be secured for earthquake safety must be approved by building management prior to securing.
- All furniture purchases must be approved by the building management prior to purchase.
- Furniture should not be permanently altered or placed in walkways, corridors, or paths through spaces (see <http://www.ehs.washington.edu/fsofire/corridor.shtm>).

### *4.3 Locker rooms*

- Due to high demand and limited number of lockers, lockers will not be assigned.
- All building occupants will have access to locker rooms.
- Access to a limited number of non-MoIES individuals will be granted only during building hours. We will review access annually to ensure that we can meet demands for usage of our building occupants.

#### 4.4 Facilities & Maintenance

- Custodial Services will maintain and clean bathrooms, common areas, and locker rooms.
- Offices and labs will be cleaned regularly (unless requested otherwise).
- Mini-Max garbage/recycling in individual offices must be emptied into common containers by the office occupants.
- Food, coffeemakers, and water must be placed and stored in kitchenette areas to facilitate cleaning, discourage eating in labs, and maintain orderly appearance of shared office space.
- Items placed in common areas should be coordinated and shared with others on the floor.
- No food or drink in labs – numerous regulations prohibit food or drink consumption or storage in laboratories.
- Sleeping overnight in the building is not allowed.
- Bicycles are not to be stored in lab, office, or corridor (see <http://apps.leg.wa.gov/WAC/default.aspx?cite=478-118-290>). Bike lockers, racks, and other parking locations are available through UW Parking (see <http://www.washington.edu/facilities/transportation/commuterservices/bike/parking>).

#### 4.5 Keys and access

- All common areas are shared spaces and should remain unlocked to the greatest extent possible.
- Lobbies on floors G and 1 are open to public during building hours (due to disability route requirements) but upper floors and elevators will remain locked by keycard.
- Building occupants will have unrestricted 24h access to exterior doors, all floors, and other relevant doors that are locked by keycard.
- Lab support rooms will remain unlocked unless PI has been granted prior approval and appropriate key (rekeying charges may apply).
- Building management will issue keycards/access for vendors and individual visitors that need access to building.
- Centers and facilities with external users must pay for their users' keycards (key cards can be reused and reissued at no extra cost); building management will establish individual access schedule as needed.
- Keys must be returned by the due date indicated on key request forms or on demand of building management. Keys not returned on time will be considered lost and key requester will be held responsible for resulting costs.

#### 4.6 Security

- Due to the open interior layout and research facilities contained within the building, access to the MoIES Building is restricted to occupants, facility users, and other authorized guests.
- Despite this built-in level of security, occupants should make every effort to maintain the security of labs and offices and should avoid propping doors, providing access to unauthorized visitors, leaving restricted areas unlocked, etc.

#### *4.7 Space for Storage and Specialized Needs:*

- Items in long-term or medium-term storage should be stored off-campus or in other facilities unless frequent and/or immediate access is required.
- Storage items requiring frequent access should be stored in on-campus in department facilities that are not useful for higher-priority needs (e.g., in unheated and/or unlit laboratory space). There is limited storage space of any kind in the MoIES Building.
- Large computing clusters or specialized computing equipment should be located in space dedicated for such items.

#### **4. Policy Implementation**

- The Space Inventory Management System (SIMS) will be used to disseminate general space information (<https://puff.opb.washington.edu/pnbdb/sims2/home/main.cfm>).
- Space utilization reviews will be conducted annually to review space assignments and usage.
- A formal review will be conducted at the end of each allocation period.
- Any MoIES Building space that becomes available due to reduction in space allotment or faculty member phase-out will revert to the MoIES Director.
- Requests for new space in the MoIES Building should be addressed to the MoIES Director and supported with evidence of increased research activity, group size, and/or collaborations with Institute members.
- Renovation should not be initiated without prior approval. Requests for renovations in the MoIES Building should be addressed to the MoIES Director and should identify funding sources for all changes. Faculty members and Chairs are welcome to request renovation funds from their college and/or the MoIES Director, provided that proposed changes support collaborative activity.