

# **CIVIL AND ENVIRONMENTAL ENGINEERING SPACE GUIDELINES**

*These guidelines were originally developed in May 2012, and modified and updated by the Departmental Affairs Committee in April 2015.*

## **1. INTRODUCTION**

This document defines a set of general guidelines for efficient use of space in the Civil and Environmental Engineering Department in the following classifications: research space, teaching space, faculty offices, staff space, administrative space, and multi-use space (e.g., conference rooms, student lounges, kitchens, etc.). The guidelines are advisory to the faculty and to the department chair and are not intended to impose inflexible constraints.

## **2. GUIDELINES**

### **2.0 General University policy**

Presidential Executive Order 4 (with the heading "The Provost"), states these policies and procedures involving space:

- Section 1. The Provost provides leadership in allocation of space.
- Section 3.G. The Provost is responsible for space allocation.
- Section 3.G.2. The Capital and Space Planning Office develops space planning standards and unit space allocations, and plans and directs the space management and allocation system.

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. The Provost is the final decision maker. An informal re-statement of these policies, commonly used in space decision-making and space request processes, is that space is not "owned" by any college, department or individual in a department. However, the common method of space management on campus is via a hierarchy of delegated control.

All University requirements regarding safety, health, disabilities accommodations, fire regulations, security, etc., apply to all space allocation guidelines and decisions, even if

some guidelines below do not explicitly address these requirements.

## **2.1 General Departmental Space Policy**

The goal of this space policy is to maximize the beneficial use of space that is available for use by CEE faculty, staff, and students. To be effective, such a policy must be clearly delineated and must include sufficient flexibility to respond to changing needs and opportunities. It also must be administered in a fair, consistent, and transparent fashion, relying primarily on the good will of the affected individuals and the recognition that achieving the optimal departmental outcome sometimes requires a difficult and imprecise balance among competing, worthy options for a limited resource. With that in mind, the following general principles can be articulated.

All allocations and all usage of space must conform to applicable health and safety standards, and other facilities regulations. No exception can ever be made to this principle. In addition, appropriate security must be provided to protect individuals and property, confidential files, computer access, etc.

Delegation of space management to area heads and principal investigators is consistent with the University's overall hierarchical approach and provides the advantages of local control and oversight. However, this delegation is neither permanent nor binding, and department-wide needs and opportunities can override previously existing arrangements.

Frequent reassigning of space impacts continuity and stability, and should be avoided. However, at times space must be reallocated to maximize its beneficial use, taking the over-arching departmental needs into account.

Whenever possible, space assignment should accommodate adjacency. Adjacency may improve proximity to research laboratories and graduate students, enhance contact between colleagues with similar interests, and address issues associated with individual disabilities.

Any disagreements that arise over space allocations should be resolved via discussions with interested parties, with assistance from the space committee. The chair has the authority to make final decisions in all such cases.

## **2.2 Research Space**

The following guidelines apply to space predominately used for research by CEE faculty, staff and students.

1. The department should supply adequate space for all active research projects. Funded projects may have priority over unfunded projects.
2. Whenever possible, students and faculty with compatible interests should be placed in adjacent space.
3. Each project should be assigned space of sufficient quality and size to ensure that research activities can be undertaken. In the event of substantial increase of space needs for new projects, space arrangements must be made prior to proposal submittal.
4. Laboratory space should not be used for long-term storage.
5. Adequate space should be provided for new faculty members and, to the extent possible, should be agreed upon prior to and be ready for use at the beginning of their appointments.
6. Senior faculty should ensure that new faculty members are given guidance and help in using shared space and understanding any relevant rules and agreements.
7. The use of shared laboratory space should be determined by all faculty using the space, with a single faculty member appointed as the director and/or contact point for the laboratory.

### **2.3 Laboratory Instructional Space**

The following guidelines apply to space predominately used for laboratory instruction (e.g. More Hall Room 124, and other similar teaching laboratories).

1. Teaching and other instructional activities have priority over all other activities. Laboratory classes should have a dedicated space during the scheduled lab time.
2. Students working on class-related laboratory projects should be given regular access to laboratories, within the constraints imposed by safety regulations and the higher priority

assigned to regularly scheduled laboratory classes.

## **2.4 Faculty Offices**

1. Tenure-track faculty with primary appointment in CEE (all ranks). Each tenure-track faculty is assigned one office. There is no preference or difference based on rank.
2. Research faculty (all ranks). Each research faculty is assigned one office. There is no preference or difference based on rank.
3. Tenure-track and research faculty with secondary appointment in CEE (all ranks). For tenure-track and research faculty with primary appointments in other units, office space will be assigned on a case-by-case basis.
4. Research scientists, research associates, post-docs and research engineers. These individuals are assigned shared offices. There is no preference or difference based on rank. Single-office assignment to an individual is also an option if available.
5. Visiting Faculty, Visiting Scientists, and Lecturers. These individuals are assigned shared offices. Single-office assignment to an individual is also an option if available.
6. Emeritus Faculty (all ranks). Space is not automatically assigned to Emeritus Faculty. Space allocations will be made in accordance with the departmental "Emeritus Faculty Resource Allocation Policy".
7. Adjunct and Affiliate Faculty. Space is not normally assigned unless such individuals are teaching, in which case a shared office may be assigned, if needed.
8. Faculty on leave. Offices of faculty on extended leave away from the UW may be assigned to another occupant, if the faculty on leave does not need regular access to the office. The office may also be re-assigned for other temporary use, after consultation with the faculty member on leave.

## **2.5 Space for TAs, RAs, and other Student Needs**

1. Space should be provided for Teaching Assistants to meet with students in a manner that does not interfere with other departmental activities. Whenever possible, space specifically for conducting office hours should be allocated. Conference rooms or other common meeting areas may be used for this purpose, if other acceptable spaces are not available.
2. Full-time Ph.D. students and full-time funded Masters Students should be provided with desk space in: (a) their advisor's area(s), (b) with others working with their major advisor, (c) with students conducting related research, or (d) in an appropriate space based on safety and other facilities' considerations.
3. Undergraduate researchers generally will not be assigned dedicated desk or office space. Exceptions may be made in the case of projects involving a significant number of students.
4. Personal computing equipment should be integrated into students' desk areas.
5. Student societies in the department should be assigned a common space or spaces to be shared amongst their groups.
6. Student activities that require additional space (e.g., concrete canoe, steel bridge) will be assigned additional space on a case-by-case basis.

## **2.6 Staff, Support, and Administrative Space**

1. Staff are assigned individual or shared offices, depending on the needs of their job and space availability.
2. In a shared office or common area, efforts will be made to provide the desired level of individual privacy (e.g., by placement of partitions) within the constraints imposed by cost and other uses of the space.
3. Technical staff and research staff should be located proximate to the facilities and faculty they support.
4. Common space that is suitable for tutoring, office hours, meetings, or other intermittent activities should be placed under a reservation system accessible to appropriate groups.

5. Regularly scheduled seminars and events should use university general assignment classrooms when appropriate to reduce demands on conference rooms.

## **2.7 Space for Storage and Specialized Needs**

- Items in long-term or medium-term storage should be stored in available off-campus facilities unless frequent and/or immediate access is required. Storage items requiring frequent access should be stored in on-campus CEE facilities that are not useful for higher-priority needs (e.g., in unheated and/or unlit laboratory space).
- Large computing clusters or specialized computing equipment should be located in space dedicated for such items.
- To the degree possible, space outside of More Hall (and other department buildings) should not be used for long-term storage of research materials and specimens.

## **3.0 PROCESS TO IMPLEMENT GUIDELINES**

- The Space Inventory Management System (SIMS) will be used to disseminate general space information (SIMS is available to all faculty members at <https://opb.washington.edu/geosims>). More detailed space information will be available in an excel file that will be regularly updated.
- An annual space walk-through should be conducted by the space committee and should be open to the faculty and staff. Questions about space usage that arise during the walkthrough should be addressed to the relevant faculty. Results of the survey will be used to make recommendations to the chair regarding space reallocations and other possible changes (e.g., upgrades via minor modifications), after consultation with current and potential users.
- A periodic review of these policies should be conducted every 3 to 5 years by the space committee or more frequently if the space committee or other departmental personnel identify issues that should be addressed.
- Allocation of new space can be done at any time by submitting a formal written request

to the chair. The space committee will review the request and make a recommendation to the chair. The chair will have the final decision. Request of significant new space should be done before grants are submitted for review.

## **APPENDICES**

### **UW Health and Safety resources (links to existing sites) for laboratories**

- General web site: <http://www.ehs.washington.edu>