

Facility Policies

Voiland College of Engineering & Architecture (VCEA) is assigned a space inventory for its operational use at the discretion of the WSU President's office. The space inventory allocation is considered long-term but non-permanent and could be revoked or modified at the discretion of the president.

VCEA is expected to manage its property inventory as a tenant occupying WSU property. WSU provides maintenance and operational costs. Improvements, upgrades and/or renovations made to property within VCEA's assigned space inventory are at the expense of VCEA as the primary tenant and are not reimbursable expenditures should VCEA no longer occupy the space.

Unit Space Allocations:

All space allocations made from VCEA space inventories are made strategically at the discretion of the VCEA Dean's Office, in cooperation with VCEA units. Allocations are made for the benefit of VCEA and its units, and will fluctuate as VCEA and unit needs change.

VCEA units assigned space from VCEA's space inventory are not considered owners over the space, but rather tenants of both WSU and VCEA, whom at either WSU or VCEA's discretion can revoke any/all space allocations.

Improvements/Upgrades/Renovations:

Units can make upgrades/renovations to their assigned space inventories with the approval of the unit Director/Chair/lead administrator, in coordination with Dean's Office Facilities Director.

Improvements, upgrades and/or renovations made to property within the unit's assigned space inventory are at the expense of the unit as the primary tenant and are not reimbursable expenditures should the unit no longer occupy the space. Free standing equipment and improvements can be removed, but infrastructure and fixtures made as part of improvements are not to be removed (sinks, cabinets, doors, locks, lighting, etc...)

Office Allocations:

One office will be provided to each VCEA T/T faculty, with no more than one VCEA office per faculty. Should a faculty go into an administration office the faculty will relinquish their faculty office for use by the faculty's home unit.

General standards, but at the discretion of the supervising unit:

- Non T/T faculty and adjuncts: assigned space at the discretion of the supervising unit, if assigned an office there will be at least two faculty per standard (100-120 sq ft) office. If no office were offered, the unit may provide an area to hold office hours, such as in a hoteling office.

- Full time teaching/clinical faculty: one dedicated office if teaching numerous courses and requiring numerous office hour sessions, with no more than one VCEA office per faculty: a shared office is encouraged where possible
- Research faculty: assigned space at the discretion of the supervising unit, with no more than one VCEA office per faculty and no more than two faculty sharing a standard (100-120 sq ft) office: a shared office is encouraged where possible
- Post-Docs: assigned space at the discretion of the supervising unit, with no more than one VCEA office per Post-Doc and no more than three Post-Docs sharing a standard (100-120 sq ft) office: a shared office is encouraged where possible
- PhDs: assigned space at the discretion of the supervising unit.
 - A cubicle may be assigned to a single PhD as the PhD's office, but no other office is provided
 - PhDs required to hold office hours may schedule their office hours in a hoteling office, with no limit to the number of PhDs scheduled in a hoteling office
 - PhDs can be assigned to an office, but may not have their own office, with limits up to four PhDs sharing a standard (100-120 sq ft) office
- Hoteling: a space designated for the temporary use of VCEA personnel or it's guest(s), that has a VCEA resource calendar associated with it and can be scheduled
 - The hoteling space may have one or many desks associated with it – each desk should have its own calendar associated
 - The space cannot be assigned for dedicated use – use is only for hourly reservations
 - It is discouraged that personal items are left in the room
 - Hoteling areas can be used to schedule office hours for VCEA personnel that do not have office space assigned (such as faculty or graduate students) or provide short term temporary space for VCEA faculty/staff/visitors that do not otherwise have offices at WSU
 - May be reserved at recurring times, (in hours, not days), to faculty whose office is across campus (more than a 10 minute walk) to hold office hours

Emergency Contact Information For Labs:

At least one, preferably two, emergency contact phone numbers will be posted outside the door of each VCEA lab. The phone numbers provided will enable emergency responders to get in touch with a person familiar with the lab any time, any day, all year (24/7/365). Ideally this contact will be to a mobile phone number the contact will have with them (24/7/365). The contact(s) assigned as the lab's emergency contact is responsible to be highly knowledgeable of the lab's equipment, chemicals and hazards.

Designated Key Coordinators:

Each School/Department/College Administrative Unit will have a designated key coordinator responsible to manage all keys for their area. The VCEA Dean's Office will hold a master key for each building. As keys are made all keys will be keyed to both the VCEA Dean's Office building master as well as to the requestor's School/Department/College Administrative Unit sub master key. This ensures that each unit

holds a sub master key to provide (emergency) access to all their assigned spaces via a single key and that the Dean's Office master key, by building respectfully, also has (emergency) access to all VCEA spaces.

Key Issuance:

Persons will only receive keys to the respective rooms they need access to (office, lab, classroom). They will not be given master, sub master, or additional keys outside their current facility assignments. Keys will be collected back from personnel as spaces are transitioned.

OmniLocks & Cougar Card Readers:

OmniLocks are no longer being installed in VCEA. They are end of life and no longer being supported for maintenance and repair. VCEA is transitioning to Cougar Card readers with the intent to outfit all labs and classrooms with Cougar Card readers over time.

Facilities Requests:

All maintenance requests (no charge requests) can be submitted through [MYFacilities](#) by anyone.

All Facilities requests that require funding will be submitted through MyFacilities listing the VCEA Facilities Director as either the primary or secondary contact.

Facility modifications may not be performed on one's own (called self performed work) without prior approval. This includes (but is not limited to) painting, flooring, extending networks, cabling, electrical, water, hood or ventilation systems, and items that may impact a building's envelope such as AC units. There are numerous reasons for this, with the focus on safety (many VCEA facilities have asbestos) as well as state laws and WSU EPMS, BPPMs, and SPPMs. Please feel free to contact the Director of Facilities Operations and Safety Services for VCEA with questions at drussell@wsu.edu or 509-335-3783. As reference, a few of the WSU BPPMs regarding facility modifications are noted below:

[BPPM 80.45](#) Requesting Facilities Operations Services

[BPPM 80.48](#) Moving Services at WSU Pullman

[BPPM 80.56](#) Minor construction, Renovation, Remodeling, and Demolition

[BPPM 80.58](#) Funding Departmental And Research Project Equipment Maintenance

[SPPMs](#) Safety Policies and Procedures Manual

Surplus:

Any item going to surplus will first be offered to the VCEA College areas prior to requesting a pickup from surplus. This includes all VCEA property, equipment and furniture.

The purpose is to enable VCEA in repurposing its assets where it makes sense, reduce asset expenditures, increase asset life-cycles, and only divest itself of assets that have been confirmed to have no further value to VCEA.

Space Requests:

Request for facilities or space will only be accepted through the unit's Director/Chair/or lead Administrator. Requests from individuals directly will not be considered, and sent back to the individual to make the request of the unit's top administrator.

The purpose is to ensure the unit has the ability to prioritize its requests and verify that requests align with their strategic plans and programmatic intentions.

Scheduling College Spaces (Conference Rooms & Classrooms):

All VCEA scheduled spaces, such as conference rooms and classrooms, will be/are made available online for viewing and potential use by all of VCEA. The unit allocated the space/room will be responsible for scheduling the resource and keeping the calendar online current and accepting or declining reservation requests.

The unit allocated the space/room will have first priority over the room. As second priority units will share their conference and classroom spaces with other VCEA units, on a first come first serve basis. Units requesting the use of another unit's conference/classroom space are discouraged from making requests for long term or recurring reservations that would impede the primary use of the assigned unit's conference/classroom space.

The unit allocated the scheduled space cannot bump another unit's reservation out of the room after the reservation is booked (exception made if an alternate resource can be found that suits both unit's needs).

The purpose for this is to reduce personnel time spent finding conference resources available, encourage collaborations, and aid in sharing resources across the college when applicable.

Note: The College standardized on one platform for all scheduling resources Spring 2015, using WSU's Centrally Supported Mail and Calendaring tools, Microsoft Exchange/Outlook. VCEA resources available for scheduling have been named using a similar naming convention to make it intuitive to find VCEA resources. The standard is:

College Building Room # Unit Responsible for Scheduling Brief Description

An example would be "**VCEA Dana 142 Dean's Conf Room**"