

## DEPARTMENT OF WOOD SCIENCE & ENGINEERING

# Space Allocation Principles and Guidelines

February 2006 (rev March 2011)

The purpose of this document is to identify some principles and guidelines for the allocation of space assigned to the Department of Wood Science & Engineering.

The Dean of the College of Forestry is responsible for use of space allocated to College of Forestry by the University, or rented by the College, for the express purpose of achieving the College mission. The Dean allocates space to each unit and retains control over common spaces to be used for the good of the College. He/She relies on College Space Allocation Committee, the FEC and the Director of Operations to make recommendations for the allocation of space assigned to College. The Dean and FEC may develop and implement policies that prescribe or inform the use of space assigned to the College.

### **Departmental Space Allocation**

The Department Head is responsible for the use of space assigned to the Department by the Dean and will allocate that space to achieve the mission of the Department in a manner that best meet the needs of the program. The Department Head has final authority in Department space assignments.

All space assignments are temporary and subject to change. Individuals and programs may be asked to vacate space if changes are in the best interest of the Department.

Space needs will be considered on a priority basis. In general, the needs of people will have priority over the use of space for equipment and storage.

ALL WSE space is to be used and shared to the maximum degree possible and must be used for Department business in a manner consistent with University and College policies.

The Department Head will maintain and periodically publish a space inventory identifying specific assignments and names of contact persons for each assigned space.

#### A. Assignment of Offices

Space designated for offices in Richardson and Peavy Hall generally fall into three categories: single-occupant, multiple occupant, and graduate assistant offices. Offices will generally be assigned using the following guidelines, subject to availability:

1. Single-occupant offices will be assigned to faculty with WS&E appointments greater than 0.5 FTE, in order of priority:

- a. tenured/tenure track professorial faculty
  - b. faculty or staff whose job description requires privacy
  - c. research associates
  - d. visiting professorial faculty who are actively working with OSU faculty
  - e. others on a temporary space-available basis
2. Multiple-occupant offices will be assigned to Professorial or Professional faculty with short-term assignments, Faculty Research Assistants, Extension Assistants, Research Associates, staff, visiting faculty and others as determined by the Department Head.
3. Desk space in Graduate Assistant Offices will be assigned to Wood Science graduate students with the highest priority given to those on GRA or GTA. If assigned space is not utilized then it may be reassigned. Trainees, student workers and others may be assigned desks in Graduate Assistant Offices if available and if needed.
4. Emeritus faculty may be assigned office space by the Department Head based on their continued active participation in teaching, extramural-funded research, scholarship and service and their potential for future contributions to the mission of the Department and College.

#### B. Assignment of Laboratory and Other Specialized Space

Laboratory space in WS&E is located in Peavy and Richardson Halls, and the Oak Creek Building. Individual rooms or space will be designated as common or dedicated to faculty programs to support research, outreach or teaching.

Dedicated space may be assigned for extended periods of time to enable individual faculty or groups of faculty to maximize their productivity. Faculty, or groups of faculty assigned dedicated space are responsible for lab safety, cleanliness and monitoring the appropriateness of activities within the assigned area.

Some dedicated or common space may be assigned for specific projects or periods and then reassigned when the need is done. The overriding principal will be to maximize the use of space for greatest need.

Lab space is very expensive and shall not be used for offices or for long-term storage without permission of the Department Head.

All Lab space, including dedicated space, fume hoods and other equipment shall be shared to the greatest extent possible.

Common Lab spaces represent the greatest management challenge and all users are collectively and individually responsible for lab safety, cleaning up after projects, care and maintenance of shared equipment. Faculty who employ or supervise staff, GRAs or

student workers who utilize the space are responsible for the behavior of their employees.

In general, one or more faculty will be named as the primary contact for use of dedicated and common spaces and will be charged with bringing problems and solutions to the attention of the larger community and the Department Head. A primary contact does not imply ownership of common space.

A general principle to be followed is that collegial professionals are expected to work together to share space and equipment in ways that maximize the success of all. The Department Head will intervene only when all efforts to achieve that goal have failed.

### C. Environmental Chambers

The Department maintains a number of environmental rooms in Richardson Hall for the common use of faculty and staff. Users are expected to exercise common sense and appropriate safe practices in the use of these facilities. All materials or equipment left within these rooms will be marked with the owner's name, description of the samples, the date of deposit and expected date for removal.

The primary contact for these chambers is assigned as room coordinator to monitor and coordinate the use of these rooms. No user will change settings on room controls or install equipment that will impede the use of the rooms without express consent of the room coordinator.

### D. Storage

Common spaces for storage include interior storage rooms in Peavy and Richardson Halls, the East and West Bay of the Oak Creek Building. Exterior storage areas include outside covered storage behind Richardson Hall and on the North end of the OCB complex.

Stored material in these areas must be labeled with contents and name of owner. Hazardous materials or equipment are not to be stored in WS&E common spaces. Users are expected to be considerate of others and periodically assess whether stored material may be purged, recycled or relocated to the OCB for longer-term storage.

Laboratories are not to be used for long-term storage of test samples and other materials. The Department Head, or his/her representative, will periodically audit the use of storage space and identify materials subject to purge or relocation.