Guidelines for the allocation of space

School of Mechanical and Mining Engineering

22 August 2014
General Principles
The EAIT Faculty space database (ISRDB) provides the ability to view rooms and their occupants as well as vacant space to enable planning for the arrival of new staff and students.

Space is allocated by the School Manager in consultation with relevant staff and every attempt is made to place staff, students and visitors in accordance with the supervisor’s preference.

Academic (T&R/TF staff)
Every attempt is made to provide T&R and TF academic staff with single offices near other staff in their division or research group.

Professional staff
Professional staff share office space or sit in an open office area. However, the School Manager and the Finance/HR Manager have their own office.

Research Only (RO) staff
Where possible, senior research only academic staff (e.g. Level D/E) are provided with a single office. However, present space constraints might not always allow for this. Where possible, research only academic and research general staff are located in research groups near their laboratories in an open office environment; however, placing all staff in a particular research group within these areas cannot be guaranteed.

Appropriate security is provided in shared/open areas for the storage of sensitive material.

RHD students (PhD, MPhil)
RHD students are expected to share office space or sit in an open office area. Where possible, RHD students are placed near their laboratories or supervisor; however, present space constraints might not always allow for this. Students are given one desk each within the School and are provided with a lockable storage cabinet.

In cases of space constraints, part time RHD students and/or RHD students who have submitted their thesis may need to share space in a hot desk arrangement. If sufficient space is available, part time RHD students will be given their own desk and RHD students who have submitted will not be required to move.

Visitors
The School has limited spaces to accommodate visitors in shared offices or open plan spaces.

Visiting academics and adjunct staff
Visiting academics and adjunct staff are allocated space as set out under Research Only staff above and every attempt is made to locate the visitors near to their academic host. Consideration is given also to the length of stay and the level of academic appointment.

Occupational Trainees
Occupational Trainees are provided with space in a ‘hot desk’ room or other suitable space within the School. At present, Occupational Trainees are seated in shared facilities in the Mansergh Shaw Building (Room 306).
**Summer/Winter vacation students**

Summer/Winter vacation students are provided with space if available and are generally expected to be housed within the hot desk area or in one of the Faculty’s computing labs.

**Volunteers (including BE students undertaking work experience)**

Volunteers are provided with space if available and are generally expected to be housed within the hot desk area.

**Laboratories**

Laboratory space is allocated based on the type of research being undertaken (e.g. extraction, power, access to ground floor, etc.) and is generally allocated to staff at the time of their appointment or upon award of large projects.

Space is allocated for a fixed period of time (usually for the period of duration of the funding for the project). At the end of the period, the space allocation is reviewed and the space may be re-allocated for other purposes.

Proposals for laboratory space should be discussed with the Head of School in the first instance.

**Telephones**

Staff in single offices are provided with a telephone with local and STD call facilities. IDD access can be provided if required.

Staff, students and visitors who share office space are provided with access to a shared telephone with local calling access only. If access to STD or IDD is required, an application for a PIN number can be made to the School Manager.

**Computers**

The School provides new T&R/TF staff with a personal computer (PC) at the time of their appointment. Replacement computers are expected to be purchased from the staff member’s research or other project funds.

Research Only staff, RHD students, visitors and Occupational Trainees are provided with access to computers by their supervisors and these are expected to be purchased from the staff member’s research or other project funds. A pool PC is provided by the Faculty IT staff for short term usage.

The Faculty IT staff should be consulted prior to purchase as they are generally able to provide IT equipment at a lower cost.

**Printers**

All staff and RHD students are provided access to a shared printer. Printing should be done on double sided pages. Staff who wish to have their own printer are expected to purchase one from their research or other project funds as long as the funding rules permit.

The Faculty IT staff should be consulted prior to purchase as they are generally able to provide IT equipment at a lower cost.
Photocopiers

All staff and RHD students have access to photocopiers. These are placed throughout the school precinct. Printing should be done on double sided pages and colour printing done only when needed.