

ERC/MCERC Occupancy Rules

September 2016, MPS

Objective:

ERC's main objective is to facilitate research by engineering faculty, engineering students and collaborations with other departments/colleges outside entities. The facility houses several different research and teaching laboratories, engaging many students and faculty. In order to have a proper functioning, safeguards, and maintain an atmosphere of discovery and innovation, all occupants have to follow a set of rules as outlined below.

Ground Rules:

- Safety: All student occupants need to familiarize themselves with current safety procedures and emergency responses. Prior to being granted card access to the building, students will need to read the ERC Safety Manual, sign it, and return the signed top page to his/her adviser. Faculty keep records of their students compliance and will update students on any changes to any of the safety procedures/responses.
- Access: Generally, faculty advisor will request card access for students placed into the ERC. Each student has a defined space of work (preferably a desk area). As many research projects and students/faculty work in the building, access for students is granted usually to the main entrance door (card access) and their work place. As the various projects entail equipment and sometimes delicate set-ups for research work, access is limited to only personnel of need. Students are not allowed to grant other students or personnel access to the building. If such access is needed, students must inform their advisor and report the student name, ISU ID number, time of visit, and purpose of access. Please note, the main entrance door must be securely locked at all times.
- Keys: Students will obtain a key to their work space. This key and the assignment of work area is given on a semester-to semester basis. Once work is completed, or the student is no longer involved in the project, the key has to be returned to ENGR office (note, do not return keys to ISU safety office). Ordering keys is the responsibility of the corresponding faculty member.
- Occupancy: As there are many projects, faculty, students, and projects in need of space, the distribution of offices and desk space is made for one semester at a time. **Note, if the space assigned is not used on a regular basis by the student, the space will be reassigned to other students in need of space.** The corresponding faculty is responsible for communicating with their students these aspects and ensure that their equipment remains in their possession, even if spaces are reassigned to other projects/faculty. Reassignments are usually done at the end/beginning of each semester. However, in severe cases (i.e. underutilization) changes can be made throughout the semester.
- Security: Generally, students will have access to one place, the place he/she is assigned to. As many students will share the same room (laboratory or office), common sense of security of their personal belongings should be applied. As computers are heavily used, data security should entail having an individual account on the computer assigned. In addition, often heaters, fans,

and other electronic equipment is used in the office/laboratory. Please make sure that they are not permanently wired by extension cords, that all the equipment is run over surge protectors, and all equipment is arranged such that water spills/leaks etc. will result in no or minimal damage.

- **Cleaning:** Janitorial service is extended to the ERC building. However, ISU policy is such that janitors do not clean laboratories, desks or tables with equipment, or any equipment. As dirt, dust, etc. accumulate fast and result into a facility that is not representable, a cleaning regiment is required to be maintained by its occupants, as given below:
 - Each laboratory is being equipped by facilities with basic cleaning material. If empty, please notify janitorial services directly.
 - Personal desks are to be maintained by the student assigned. On occasions, janitors can be asked to help, however, this is not part of their work.
 - Swiping of floors can be requested by arranging the time with the janitorial services. If such a request is being made, students will need to have all chairs placed on tables and the floor cleared of any obstructions for cleaning.
 - Each week, one group of students (based on their adviser) will be responsible to clean the common areas of the ERC building: this includes entrance desks/shelves, conference room, refrigerator, and microway.

- **Reporting:** All students are required to report any equipment malfunctioning, roof leaks, violations to ground rules, safety concerns to his/her advisor. These reports also should be communicated to the ERC director through the faculty advisor. In addition, any ideas for improvements in general and the facilities organization should be communicated to the respected faculty.