

Building Occupant Policies

General Facilities:

1. Any changes to the building must be approved by Director of the UCSD Division of Calit2.
2. Building modifications or alterations are to be performed by Calit2 Facility Services staff, Physical Plant Services and or Licensed Contractors in coordination Calit2 Facility Services and must be compliant with UCSD EH&S Standards.

Furniture:

3. Building furniture provided by Calit2 has been selected from the Werndl line. We believe a common look and feel to furniture in public and office spaces is important. Therefore:
 - A) We strongly encourage occupants to use items from the Werndl line in adding furnishings to private offices. If occupants find that the standard set of furniture provided needs to be enhanced, Calit2 will arrange for the purchase of additional matching furniture provided funding is secured from the occupant.
 - B) Furniture added to the open workspace must be selected from the Werndl furniture line to be congruent with the rest of the building's design.
 - C) All furniture additions must be compliant with UCSD EH&S standards.
 - D) Occupants are welcome to exchange/borrow furniture with other occupants, but all furniture should be returned to its original space when that space is vacated.
 - E) Items can not be taken from unoccupied spaces. If items in unoccupied spaces are desired, please contact Erika Hoff to see if something can be arranged.
 - F) Furnishings for Conference Rooms, Alcoves, Kitchen areas, Clean Rooms, Labs and other public spaces will be coordinated by Calit2 operations staff. Suggestions are welcome.

Contract & Grants:

4. Grants administered by Calit2 or using Calit2 facilities will be reported to UCOP as activity associated with Calit2. This reporting is non-exclusive in that it does not reduce or subtract from other grant reports.
5. The "Request for Extramural Funds" form must be signed by Calit2 officials for any sponsored project using Calit2 space. Prior to signing, the abstract, budget, budget justification and any proposed facilities usage will need to be reviewed by Calit2 officials.

7/12/2006

6. Proposals that require new use or modification of facilities should be confirmed in advance with UCSD Division Director.

Conference Rooms:

7. Regularly scheduled courses are not to be held in the Calit2 building.
8. Conference rooms should be reserved via the Outlook Calendar system or reservations@calit2.net. Conference rooms are available on a first come basis. For more information about reserving space in Calit2 – please visit: <http://atkinsonhall.calit2.net/>

Lounge and Pantry Areas:

9. Be courteous of others in the use of the lounges and pantries.
10. Immediately clean and put away dishes/utensils/etc. Do not leave anything in or on the sinks or counters.
11. All items will be emptied from refrigerators on Friday afternoons.

Security & Access to the Building

12. Your Employee ID Card is the equivalent of a key for entrance into the building after normal hours of operation. It is for the sole use of the holder and is NOT TRANSFERABLE. Misuse of the card or other failure to follow proper security procedures may result in the forfeiture of ID card usage for building access.
13. To assist with maintaining a secure environment the heads of occupant groups will be periodically requested to review a list of people from their group with access to the building to determine if any one should be removed. Separated employees or non enrolled students will be automatically removed but reassigned/transferred individuals should be removed via this review process. Groups are encouraged to review their personnel frequently to determine whether any ID cards should be removed from the buildings access security system's database.
14. Blocking open of exterior and conference room doors with trash cans, chairs or other items is not allowed at anytime.
15. Lost or stolen swipe/ID cards should be reported to the Calit2 Operations at buildingaccess@calit2.net . For more detailed Key and Access policies, please see attachment.