



## FHS Workspace Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email (SFU): \_\_\_\_\_

Please submit requests to [fhsrecep@sfu.ca](mailto:fhsrecep@sfu.ca), at least 2 weeks prior to the anticipated start date.

Please check all boxes that apply:

- MSc    PhD    Work-study    Sessional    Research Assistant    Volunteer  
 Post-Doctoral Fellow    Faculty Collaborator    Visiting Faculty  
 Non-Continuing (specify): \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Normally the contract or semester/study term end date

Faculty Supervisor or Principal/Co-Investigator \_\_\_\_\_

Print full name

Signature/Initials\*

\*In lieu of a signature, this form may be emailed in *from the supervisor*

Workspace Room Number (if known):

Please estimate the approximate days & times the workspace is needed:

Specify the amount of hours per week: \_\_\_\_\_

Schedule (i.e. M: 9:30AM-12:00PM):

M:   -   T:   -   W:   -   TH:   -   F:   -

I require after hours access (after 9pm; before 7am; and, or weekends)

\*supervisor to approve

I require lockable filing space

Typical file cabinet drawer is ~30"x 17".

Once a workstation is approved, the corresponding filing cabinet keys can be picked up at the Reception Deans office during office hours.

*Note: You may be asked to share a workstation or office depending on needs and availability.*

I have read the 'Research Materials Storage in Common Areas Policy' & the 'Space Allocation Principles':

*For office use only:*

Confirmation of WS:

Filing cabinet/pedestal:

Space requests will be considered, based on the Faculty of Health Sciences Space Allocation Principles (05.02.14).

**Approved by FEC on November 7, 2019**

**Research materials storage in common areas policy**

**Introduction**

The Faculty of Health Sciences (FHS) on the Burnaby Campus has common/shared spaces that it can assign to faculty members' research personnel. These spaces currently include BLU 11402, 10402 11830, 11810, 9830, 9840, 9850, 9860. Please refer to the most current FHS Blusson Hall space seating plan map for existing common/shared spaces. Assignment of space in any of those areas is done as per the FHS space allocation principles, adopted in 2014 and reviewed by the FHS Space Management Advisory Committee in 2017.

Part of BLU11402 is assigned for shared use for teaching assistants (TAs) and sessional instructors. There are lockers provided for TAs and sessional instructors to use for storage of exams and other teaching materials and as a method of exchanging materials with the course instructors (applicable for TAs). Lockers are cleared at the end of each semester with materials being handed either to faculty members, if coming from a TA or to the Education Program Assistant, if coming from a sessional instructor.

**Scope**

This policy addresses research materials storage in the aforementioned common areas for faculty members with research personnel (research assistants or RAs), post-doctoral fellows assigned space in one of the areas

This policy does not apply to files stored by staff, TAs and sessional instructors. See Introduction for references to these storage issues. This policy also does not apply to electronic file storage.

All faculty members are expected to use their office to store student related files, administrative and research related files ensuring compliance with the [SFU records retention schedules](#).

Upon request, FHS will provide additional cabinets as per SFU standards, provided the office can accommodate additional furniture and installation complies with SFU Facilities standards.

**Policy**

1. **Assigned space to research personnel in common areas will include storage. The storage will come in the form of a filling cabinet and/or a pedestal, depending on the cubicle provided.**  
Each cubicle has a predetermined corresponding filling cabinet and/or a pedestal with labels clearly identifying that.
2. **The filling cabinet and pedestal assigned will be identified on the workplace request form and communicated to the PI.**  
A filling cabinet may be shared by two or more cubicles, which may result in a cabinet being shared by two or more faculty members and their research teams. A pedestal is usually assigned to one cubicle.
3. **The filling cabinet and if shared, each drawer will be labeled by FHS staff with the faculty member's name and keys will be issued to each faculty member and as per their request to their RAs occupying the space.**  
If keys are issued to RAs, it is the responsibility of the faculty member to make sure keys are returned to the FHS Receptionist when RAs end their employment with the faculty member.
4. **Faculty members and their research team will only use the storage assigned to them and only for research related materials.**  
Materials should be kept inside, not on top or beside the cabinets. Faculty members are responsible for complying with regulations as it pertains to research materials storage, confidentiality and security. They should also communicate this to their RAs. FHS staff are not responsible for safeguarding of the documents, locking and unlocking drawers, any negative consequences arising as a result of lost or "borrowed" keys.
5. **The filling cabinet and pedestals belong to the space & workstation, not to the faculty member or their research team.**  
Once the space is no longer occupied, the faculty member has the responsibility to clear the filling cabinet and the pedestals and return the keys to the FHS Receptionist by the end date of the research personnel appointment.
6. **Upon becoming vacant, the space (cubicle and adjacent filling cabinet and/or pedestal) will be reassigned and all contents stored will be initially placed in boxes labeled with the last occupant's name.**  
A follow up email will be sent to the faculty member and if there is no response received within a month, all contents found will be placed in their office. An email will be sent from FHS informing them when this has happened.

## SPACE MANAGEMENT ADVISORY COMMITTEE (SMAC) SPACE ALLOCATION PRINCIPLES (05.02.14)

### CONTEXT

The mission of the Faculty of Health Sciences (FHS) is to strive “to improve the health of individuals and populations, and to reduce health inequities, through excellence in interdisciplinary research and education, in partnership with local, national and global communities with a commitment to social justice.” Our vision is to be “a leader in the generation and mobilization of interdisciplinary knowledge to understand and improve health and well-being.” Within this context, FHS is committed to an integrative approach to the health sciences that is ideally greater than the sum of the approaches represented by each of the constituent disciplines.

### FHS SPACE

FHS has grown substantially over the past decade, with faculty, staff and research personnel based at the Burnaby and Vancouver campuses, including many who work closely with partner institutions. On the Burnaby campus, SFU’s remarkable architectural style and relatively compact campus is designed to promote interdisciplinary work. Blusson Hall, opened in 2008, was designed to encourage this tradition by offering flexible and integrated work spaces. The Vancouver campus allows FHS to link closely with institutional partners such as St. Paul’s Hospital and Vancouver Coastal Health. The future development of the Surrey campus is likely to lead to the creation of a significant presence by FHS on a third site. In 2009, “Principles and guidelines for the space management advisory committee” were adopted by the Space Management Advisory Committee (SMAC) to help manage space in Blusson Hall. As the FHS community has expanded, requests for suitable work space by individuals and groups have also increased. The size of FHS has now reached a stage where requests may exceed the physical space available. The Terms of Reference for SMAC (Appendix A) calls for the review of these principles every three years. This policy represents an updated set of principles which will be used to guide the allocation of space used by the FHS community as a whole. While these principles continue to focus on the Burnaby campus, and Blusson Hall specifically, the use of space by FHS community members elsewhere, while not under the advisory authority of SMAC, is taken into account.

### PRINCIPLES FOR ALLOCATION OF FHS SPACE

The following principles have been adopted and approved to guide the recommendations of SMAC. While all efforts will be made to accommodate the space requests of individuals and groups within the FHS community, adherence to these principles are necessary to ensure that allocations are fair, transparent and efficient.

1. The process for space allocation within FHS will consist of the following process: (a) principles for space allocation within the FHS community will be reviewed and updated every three years by the SMAC, with input from FEC and FC, which serves as an advisory body to the Dean and Director of Administration; (b) broad application of those principles will be undertaken by the Director of Administration,

Chair of SMAC and Buildings Manager with the input of SMAC members; (c) specific allocations of work spaces will be undertaken by the Director of Administration who may delegate to the appropriate individual(s); and (d) day to day administration of space-related needs (e.g. keys, hot desking/hotelling, room bookings) will be the responsibility of a designated staff member.

2. Allocation and reallocation of research space should be undertaken in consultation with relevant members of the FHS community.

3. Requests for space should be made in writing to the Director of Administration. The request should include amount and type of space requested, planned occupant and their role(s) within FHS, proportion of full-time equivalent (FTE) within FHS, and start and end dates required.

4. When space allocation requests exceed available physical space, opportunities to share space, including teaching, research, meeting and social areas, should be optimized. Shared space allocations should be the norm for part-time FHS community members. Where individuals fulfill more than one role within FHS (e.g. student and researcher), the time commitment for these different roles should be added together to obtain a measure of full time equivalence (FTE), and space should be allocated accordingly. In such cases, individuals should not normally have more than one work space within FHS. Access to one wet lab and one dry lab space should be considered as a single work space.

5. When allocating space, it is recognized that some individuals and their roles should be given higher priority (e.g. full-time faculty and staff) than others (e.g. visitors).

6. Decisions regarding space allocation for research projects should be discussed with the Principal Investigator. The Director of Administration will seek to allocate space in ways that enable individuals working on the same project to be in reasonable proximity. Offices of PIs will be ideally assigned to maximize work efficiency and interaction with the project staff/personnel. Historical allocations and ever changing space usage will mean that this is not always possible.

7. Space assigned for research should be commensurate with need based on actual levels of activity and type of activity.

8. People assigned space temporarily should be informed in writing, and a start and end date for occupancy provided.

9. Size and type of space allocation (e.g. office, desk, study carrel) should be based on need and practicality, taking into account the physical characteristics of existing building space, equipment and furniture.

10. All FHS community members working in shared work spaces will respect the needs of others sharing their work space.

11. Anyone found willfully damaging FHS space or furnishings will be liable to the cost of replacing or repairing such damage.

12. All full-time FHS faculty members (tenure and limited term appointments) should be allocated one single office on the SFU campus which is most convenient to them. Where FHS faculty members maintain SFU offices elsewhere, or have part-time appointments with FHS including shared appointments, the faculty member should inform the Director of Administration of their preferred primary work space. Part-time FHS faculty should be allocated shared space or be given access to hot desking/hotelling where available.

13. Faculty members appointed as associate deans or program directors should be willing to relocate their offices to, or nearby, the Dean’s Office for the duration of the appointment. At the end of their term, the appointed faculty member will be reassigned a suitable office space.

14. FHS controlled meeting rooms should be reserved for FHS meetings only (please refer to *Booking FHS Classrooms & Meeting Rooms FAQ*). When booking meeting rooms, the name of the user and purpose should be provided to enable staff to manage meeting room usage if needed. Requests by non-FHS users of FHS meeting rooms should be directed to the Director of Administration, who may delegate management of these rooms to the appropriate individual. Permission should be based on availability, security considerations and ease of managing access.

15. Rooms for teaching purposes, including directed readings, should be booked through FHS Educational Programs staff. Teaching should not normally be undertaken in the limited number of FHS meeting rooms available.

16. Full-time research personnel should be provided dedicated work space wherever possible with lockable storage. Part-time research personnel should be required to use shared space. Access to private space should be provided if required to carry out specific research functions (e.g. interview room).

17. Regular reviews of space usage will be undertaken to determine level of occupancy. Any space that is not used as intended will be reallocated.

18. FHS should endeavour to designate work spaces for MSc and PhD students and postdoctoral fellows who request such space.

19. FHS should endeavour to create an open plan drop in study space for Master of Public Health (MPH) students.

20. Appeals on matters concerning space should be made in writing to the Dean. The Dean may seek further advice from SMAC, in consultation with relevant stakeholders including students, but the Dean will make the final decision.