

Yale Engineering Space Guidance

GUIDING PRINCIPLES

The management of space, including the reallocation and reassignment of space, will be guided by the following principles:

1. Space for the School of Engineering & Applied Science belongs to the institution and is a valuable and limited resource.
2. Spaces for Engineering are allocated centrally from the Provost and governed by the Dean. The Dean of Engineering governs space through the support of a space governance committee, which assigns space to departments and centers.
3. Space assignments are temporary; space is not owned by an individual or program.
4. Space that is vacant or deemed underutilized should be reassigned or repurposed.
5. Optimal use of space includes shared use of resources and facilities.
6. Space should be used for functions that serve or directly involve students, faculty, or staff.
7. Space requests are for faculty and staff; student space requests require a faculty or staff sponsor.

ROLES AND RESPONSIBILITIES

The following individuals are responsible for managing, allocating, or using engineering spaces at Yale.

Role	Responsibility
Dean of Engineering	<ul style="list-style-type: none"> • Steward space allocated to engineering
Space Governance Committee*	<ul style="list-style-type: none"> • Support Dean and Department Chairs to steward space • Field and adjudicate space requests • Conduct space reviews • Provide prescriptive guidelines and policies
Department Chairs	<ul style="list-style-type: none"> • Delegated authority to assign and reallocate space within annual footprint based on department or unit needs and priorities • Maintain updated space assignments and relay changes to Associate Director of Administration & Operations
Individual Faculty	<ul style="list-style-type: none"> • Effectively utilize assigned space under direction of department chair to meet research and educational needs • Respectfully steward space and observe policies (e.g., lab decommissioning protocols, cleanliness, and maintenance of spaces) – <i>reference specific space policies below</i>

*The **Space Governance Committee** meets every two weeks during the school year. In addition to reviewing space requests, this body conducts an annual review of the school space footprint and hosts an annual space planning meeting with each department. They are also responsible for maintaining and updating the school space guidelines and policies. Their membership includes:

- Associate Dean (Sarah Miller)
- Director of Finance & Administration (Erin Ethier)
- Associate Director of Administration & Operations (Didi Miranda)
- Manager of Data Analytics and Strategic Projects (Sarah Malkowski)
- Deputy Dean for Research (Vidvuds Ozolins)

SPACE ALLOCATION PROCESS

Spaces are assigned annually to departments and centers by the space governance committee for oversight of the year ahead. Space assignments are dynamic and subject to change, notably during the lower Hillhouse capital projects. Spaces are reviewed annually by the space governance committee in consultation with the Dean.

GUIDANCE FOR DEPARTMENT CHAIRS

Department chairs assign and reallocate space within annual footprint based on department or unit needs and priorities. Department chairs are welcome to establish criteria for space utilization within their departments based on the guidelines put forth in this document. Departments may not convert one category of space into another category of space (e.g., office to research, faculty to student space, office to conference room, research to storage, etc.) without first notifying the Space Governance Committee. The committee will review such requests with Facilities.

Faculty members who wish to request changes to space will make this request to their respective department chair or center director. If, after assessing the request, the department chair believes they cannot meet the needs of a faculty member within their existing footprint or if the space requires renovation, the department chair or center director may reach out to the Space Governance Committee.

List of space policies

Yale Engineering faculty, staff, and students are expected to uphold policies as outlined. See individual policies for details.

1. Appropriate use of space
2. Policy on Multiple Offices
3. Office furniture policy
4. Poster policy
5. Policy on use of extension cords and power strips
6. Portable space heater safety
7. Laboratory closure and decommissioning

POLICY ON APPROPRIATE USE OF SPACE IN YALE SCHOOL OF ENGINEERING BUILDINGS

General Use Requirements:

Yale School of Engineering buildings must be utilized in accordance with their intended design and occupancy classification. The use of these buildings is governed by specific state and international regulations to ensure safety and compliance.

Prohibition on Sleeping:

Sleeping within any area of Engineering buildings is strictly prohibited. This restriction is in alignment with the following regulations:

- 2022 Connecticut State Fire Safety Code (2022 CSFSC), Part I, 111
- 2022 CSFSC, Part III, 115.1
- 2022 CSFSC, Part III, 116.1
- 2021 International Building Code, Chapter 3 (as referenced in the 2022 CSFSC, 302.1)
- 2021 International Building Code, Chapter 4 (as referenced in the 2022 CSFSC, 420)
- 2022 CSFSC, Part IV, 4.6.11

Reason for Prohibition:

Engineering buildings are classified as non-residential structures. They are not designed with features intended to safeguard sleeping occupants. Unlike residential buildings, which incorporate safety measures to protect individuals while sleeping (such as fire alarm systems, fire sprinkler systems, fire resistive construction, and exit arrangements), Engineering buildings assume that occupants are alert and capable of taking self-protective actions in the event of a fire or emergency.

Compliance:

Adherence to this policy is mandatory to ensure the safety of all building occupants and to maintain compliance with applicable fire safety codes and regulations. Any violations of this policy will be addressed promptly, and individuals are encouraged to report any concerns regarding space use to the appropriate authorities.

For further questions or clarification on this policy, please contact the seasfacilities@yale.edu.

POLICY ON MULTIPLE OFFICES

These principles govern Yale Engineering space management.

Faculty:

- Ladder faculty should have only one office, and it should be private.
- In the case where a faculty member's primary workspace is not on lower Hillhouse, they may be offered a relatively small office during semesters in which they are teaching on main campus *and* if office space happens to be available; this is not a guarantee.

Postdocs:

- If sufficient offices are available for some postdocs to have private space, priority should be given to postdocs who are actively teaching.

Graduate students:

- Graduate students are not entitled to private offices.

OFFICE FURNITURE POLICY

To ensure an effective working environment, all faculty and staff will be provided with essential office furnishings appropriate for their roles. Space allocations are designated to departments rather than individuals. Each office will be equipped with a desk, chair, filing cabinet, and an optional bookshelf.

For additional furniture needs, please contact Jennifer Fecko at Jennifer.fecko@yale.edu to check availability through Yale Surplus. Any further furniture acquisitions must be made through an approved university supplier. Note that research funds provided by the Provost and 9-over-9 funds cannot be used for non-research-related expenses, including furniture purchases.

The following types of furniture are not permitted in offices:

- Sofas
- Couches
- Non-contract furniture (e.g., IKEA, West Elm)
- Custom furniture
- Full-height glass or custom whiteboards/chalkboards
- Writable paint or wall surfaces
- Custom wall colors

Yale Engineering observes and adheres to Yale University policy and guidance to maintain the safety and health of all community members. See university policies for more information about air quality standards, fire prevention standards, healthy furniture standards, Title IX, and sustainability measures.

For additional information and assistance, please contact seasfacilities@yale.edu.

YALE ENGINEERING POSTER POLICY

The University Postering and Chalking Policy (<https://provost.yale.edu/policies/university-postering-and-chalking-policy>) applies to all members of the School of Engineering, subject to the following school-specific guidelines:

1. **Location:** Posters are allowed only on bulletin boards, except that technical research posters and papers that are hung outside labs and offices may remain on the walls but should be reviewed periodically for relevancy. Posting on walls, windows, doors, or any other surfaces is otherwise not allowed. Only members of the Yale community are permitted to post in Yale Engineering buildings.
2. **Format:** Posters may not exceed eleven inches by seventeen inches and should be attached to the bulletin board using pushpins.
3. **Content:** Posters for an event must provide the name, date, time, and location of the event; the name of the sponsoring organization; and the email address or phone number of the organizers. Failure to provide this information will lead to the removal of the poster.
4. **Removal:** Posters for events must be taken down by the person posting them, or authorized staff, within 48 hours after the event. All other posters must be removed by the person posting them, or authorized staff, after two weeks from the date on the poster.



University Postering and Chalking Policy

POLICY ON USE OF EXTENSION CORDS AND POWER STRIPS

1. Extension Cords:

- **Purpose:** Extension cords are designated for temporary use only. For the purposes of this policy, "temporary" is defined as the period during which the connected device is actively in use and the immediate need exists. For example, if using an extension cord to power a fan for personal comfort, the cord must be unplugged when the fan is no longer needed or at the end of the day, whichever occurs first.
- **Restrictions:** Extension cords should not be used for extended periods and are not suitable for permanent installations. Their use is limited to the specific context outlined above.

2. Power Strips:

- **Permissible Use:** Power strips may be used for permanent connections with low-power devices such as consumer electronics, computers, and computer peripherals.
- **Prohibited Use:** Power strips must not be used with high-power devices, including but not limited to air conditioners, coffee makers, toasters, microwaves, power tools, and refrigerators. Using power strips with high-power devices can result in electrical overload and fire hazards.
- **Electrical Safety:** High-power devices must be directly plugged into wall outlets to ensure safety and prevent overloading.

3. Prohibited Practices:

- **Daisy Chaining:** Extension cords and power strips must not be connected in series or daisy chained. Each cord or strip must be plugged directly into a wall outlet.
- **Violation Response:** If daisy chaining or unsafe practices are identified, corrective action must be taken. This may include discontinuing the operation or arranging for Physical Plant to install additional permanent wiring or outlets.

Compliance with this policy is mandatory to ensure safety and prevent potential hazards. For any questions or requests regarding installation of permanent wiring, please contact seasfacilities@yale.edu.