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# 1. Introduction

The following statement summarizes space policies and expectations for all occupants of the Integrated Research and Innovation Center (IRIC). PIs or Project/Program Directors who have been assigned space in the IRIC are expected to hold all research group members and visitors responsible for meeting the expectations outlined below.

# General Guidelines and Guiding Principles

Space in the IRIC Building is owned by the University of Idaho, controlled by the Office of Research and Economic Development (ORED), and temporarily assigned to PI or Project/Program Director for use through the duration of the project. Recommendations related to space allocation in the IRIC are made by the IRIC Facility Committee with assistance of the IRIC Facility Manager and in accordance with the IRIC Facility Committee Bylaws. The Vice-President of Research and Economic Development is the final decision-maker in space decisions and requests.

IRIC will host interdisciplinary, discovery-based research across broad spectrums of science, engineering and other disciplines. IRIC is the university’s premier research facility and the showcase for a crossroads of advanced idea-generation and research addressing a constantly changing array of challenges facing the world today. Research in the IRIC is intended to be dynamic and collaborative, and the design of the IRIC reinforces this goal. There are a variety of types of space within the building – common areas, labs, equipment and instrumentation rooms, group offices, and individual offices/workspaces – but the majority of these areas are shared, high-density and by design, open and transparent. Further, the IRIC is a highly visible part of the UI campus and Moscow community. As such, each of these spaces should be utilized in the manner for which it is designed and kept clean, secure, and orderly by its occupants.

IRIC does not charge overhead or recover Maintenance and Operation from building research grants, and faculty should direct funding requests to their home departments and/or college when building or infrastructure modifications are needed. All building modifications should be approved by home departments and/or college of the requestor before building modifications of IRIC are requested.

It is expected that space assignments will change with the ebb and flow of the dynamic research occurring within the building. Space assignments will be reviewed at least every 3 years and more frequently if needed as decided by the IRIC facility committee. Changes will be made by the IRIC Facility Manager based on recommendations from the IRIC Facility Committee, in accordance with terms outlined in space agreements and IRIC Facility Committee By-laws.

# General Policies

* 1. *Assignable Spaces*

Includes: laboratories, equipment and instrumentation rooms, group offices, and individual offices

Occupants are responsible for maintaining their own assigned spaces. If custodial service is declined, occupants are responsible for keeping spaces clean. Any change to assignable spaces, other than minor adjustments, must be approved by the IRIC Facility Manager. All labs are expected to maintain compliance with EH&S guidelines and the highest standards for safety. **In keeping with the collaborative ethos of the IRIC, spaces other than individual offices may be assigned to numerous groups and these groups should establish shared resources to the greatest extent possible.**

When purchasing items to be used and placed within the IRIC, occupants must make selections that maintain the integrity of the building design and an attractive working space. All furniture purchases must be approved by the IRIC Facility Manager to ensure items match building design parameters. Unauthorized items in the building may be subject to removal at the cost of the responsible occupant.

* 1. *Common Areas and Resources*

Includes: Informal meeting areas, kitchenettes, balconies, conference rooms, hallways, mailroom, loading dock, shared prep areas, and other unassigned spaces

IRIC Facility management will maintain the common areas. These spaces are intended to be shared among IRIC users and are not "owned" by a particular individual or group. Items placed in shared spaces must be shared with other occupants. Unauthorized items in common areas may be subject to removal at the cost of the responsible occupant.

IRIC Facility management will also maintain a limited number of resources for research (autoclaves, ice makers, glass washers, etc.) and administration (photocopier/printer, fax, AV equipment, material handling equipment, etc.). Any change or addition to these spaces or resources must be approved by IRIC Facility Manager.

Some of these common areas and resources, such as conference room and step auditorium can be reserved; assignments are given on a first-come, first-served basis, with preference first for building occupants and then for non-IRIC assigned parties. Use by external constituents will be decided upon by the IRIC Facility Manager on a case-by-case basis.

* 1. *Restricted Spaces*

Includes: Mechanical areas (penthouse and mechanical rooms), rooftop, custodial rooms, and telecommunication and electrical closets

These spaces are restricted to authorized personnel only. Building occupants will have no access to these areas. Items in these areas belonging to Facilities or Custodial personnel should not be removed or used by building occupants. Undeveloped space under stairwells is not available for occupancy or other regular use.

# Specific Policies

* 1. *Signage, Research posters, Misc. postings*
		+ Signs/posters should not be affixed to the walls, glass, or other building surfaces.
		+ Tackboard wall panels, white boards with magnetic surfaces and poster hangers are placed throughout the building where signs/posters can be conveniently affixed without damage using pushpins.
		+ Solicitations, advertisements, and other appropriate signs should be kept to a minimum and placed on tackboard wall panels but will be removed by IRIC Facility Manager if found to be inappropriate.
		+ White boards should be cleaned after use or clearly marked if notes on boards need to be kept for extended period; markers, appropriate magnets, and erasers for public white boards will be provided.
		+ Directional signage and sign holders will be installed; contact IRIC Facility Manager if additional permanent directional signage is needed.
		+ Posting of personal or research related materials inside offices is allowed, But windows to offices should be kept clear and method of attachment to walls should not damage walls when removed. Please see IRIC Facility Manager if there are any questions on what method is appropriate.
	2. *Furniture*
		+ Occupants may not affix anything to cement walls, posts, or other structural parts of the building.
		+ All furniture purchases need to be approved and coordinated with IRIC Facility Manager and all furniture must fit the building standard.
		+ Furniture should not be permanently altered or placed in walkways, corridors, or paths through spaces.
		+ No furniture items will be moved into IRIC from any other on- or off-campus locations, unless said item is critical for on-going research in IRIC. Contact IRIC Facility Manager if there is any questions to this policy
	3. *Lockers*
* Lockers will be assigned primarily to individuals who have open space desks or laboratory personnel who have no desks at all, see IRIC Facility Manger for locker assignments.
	1. *Facilities & Maintenance*
* Custodial Services will maintain and clean bathrooms and common areas.
* Offices and labs will be cleaned regularly (unless requested otherwise).
* Garbage/recycling in individual offices will be emptied into common containers by the office occupants.
* To maintain orderly appearance of shared spaces; food, coffeemakers, and drinks should be placed/stored in kitchenette areas to facilitate cleaning.
* Items placed in common areas should be coordinated and shared with others on the floor.
* No food or drink in Flex or Core laboratories – numerous regulations prohibit food or drink consumption or storage in laboratories.
* Sleeping overnight in the IRIC is not allowed.
* Bicycles are not to be stored within the building; bike racks are located on north and east sides of IRIC.
* As per UI EHS Lithium-based battery safety program, Lithium-ion battery transportation devices, e-bikes, e-scooters, etc., are not to be stored or charged in IRIC. Research related devices with lithium-ion batteries are allowed but care should be taken to reduce the risk of fire associated with these devices.
* Multi‐plug adapters must be circuit protected and cannot be connected to power strips.
* Extension cords are for temporary use only and must be unplugged after each use.
* Power strips must be circuit‐protected and must be plugged directly into outlets – they may not be “Daisy‐Chained” (plugged into another power strip or multi‐plug adapter).
* Only approved personal radiant panel heaters are allowed in IRIC. See IRIC Facility Manager before purchasing any personal heaters for use in IRIC. Any unauthorized item will be removed from the IRIC Facility at the owner’s expense.
	1. *Keys and access*
* All common areas are shared spaces and should remain unlocked to the greatest extent possible.
* Atrium and informal meeting spaces on all 3 floors are open to public during building hours.
* Laboratories will remain locked by keycard at all times (unless occupant has requested otherwise and minimal risk is present).
* Building occupants will have unrestricted 24h access to exterior doors and other relevant doors that are accessed by keycard.
* Flex Lab core rooms will remain unlocked unless PI has been granted prior approval and appropriate key (rekeying charges may apply).
* All individual office keys, keys to lab core rooms and keycard access will be issued by IRIC Facility Manger.
* IRIC Facility Manager will issue keycards/access for vendors and individual visitors that need access to secure areas of IRIC.
* Keys must be returned by project end date indicated on space request forms or on demand of IRIC Facility Manager. Keys not returned on time will be considered lost and key requester will be held responsible for resulting costs.
	1. *Security*
		+ The overall goal is to keep labs and offices as secure as possible while at same time maintaining openness of IRIC to the campus community.
		+ Access to the IRIC laboratories is restricted to occupants, facility users, and other authorized guests.
		+ Despite this built-in level of security, occupants should make every effort to maintain the security of labs and offices and should avoid propping doors, providing access to laboratories to unauthorized visitors, leaving restricted areas unlocked, etc.
		+ All exterior entrances are monitored by security cameras and UI campus security. Do not modify building cameras in any way.
	2. *Space for Storage and Specialized Needs:*
		+ There is limited storage space in IRIC, other than what is found in each laboratory/office.
		+ See IRIC Facility Manager for long-term storage needs.

# 5. Policy Implementation

* + Space utilization reviews will be conducted at least every three years or more frequently if needed as decided by the IRIC Facility Committee to review space assignments and usage.
	+ A formal review will also be conducted at the end of each project/program.
	+ Any IRIC space that becomes available due to reduction in space allotment or faculty member phase-out will revert to the ORED and will be available for occupancy by other projects.
	+ Requests for additional space from the existing occupants in the IRIC should be addressed to the IRIC Facility Committee (via IRIC Facility Manager) and supported with evidence of increased research activity, group size, and/or collaborations with other UI faculty.
	+ Renovations should not be initiated without prior approval. Requests for renovations in the IRIC should be addressed to the IRIC Facility Manager and should identify funding sources for all changes. Any changes proposed should support and facilitate collaborative activity.
1. **Conflict Resolution**
* If there are any conflicts between individuals or groups working in IRIC, please bring this to the attention of the IRIC Facility Manager. If additional resources are required, please contact the UI Ombuds Office.
* The Ombuds Office’s mission is to promote and support a positive and productive working, learning and living environment for the entire Vandal community by improving communication, addressing problems and preventing and resolving conflicts that emerge within the university.
	+ Call 208-885-7668 or email ombuds@uidaho.edu for an appointment.
* Other services that are available for assistance include:
* General university policy questions: [Faculty Secretary/Policy Coordinator](https://www.uidaho.edu/governance/faculty-senate/communications), 208-885-6151
* [Employee Assistance](https://www.uidaho.edu/human-resources/benefits/core-benefits), 208-885-3697
* [Student Counseling](https://www.uidaho.edu/current-students/ctc/counseling), 208-885-6716
* After hours crisis hotline, 208-885-6716