**Attachment B**

**CEAT Laboratory and Office Use Procedures and Agreement**

**Agreement of Office Etiquette and Practice/Safety Office Guidelines**

**(Initials indicate acceptance of terms):**

1. I understand that I am assigned a specific desk in an office, and that I am not to use or move to other “open” desks in the office or another office. \_\_\_\_\_\_\_\_\_\_\_\_
2. I understand that my office activities will be periodically monitored, and that this may generate departmental queries related to possible reassignment or removal. \_\_\_\_\_\_\_\_\_\_\_\_
3. I understand that neither CEAT nor any of its employees are responsible for my personal items left in office space and/or labs.
4. I understand that my office trash must be placed in the hallway at least once a week or prior to overfilling. \_\_\_\_\_\_\_\_\_\_\_\_
5. I understand that, if I leave my office or laboratory unlocked, I am putter the belongings of other’s and/or research activities at risk.
6. I understand that CEAT provides a room, desk, and chair per office. All other items (computers, cables, cords, printers, etc.) are provided by the department of individual. \_\_\_\_\_\_\_\_\_\_\_\_
7. I understand that offices are not to be used for living or sleeping quarters, and that I must have a separate place to live and sleep.
8. I understand that break areas with refrigerators, microwaves, and coffee makers are provided within the building. Therefore, I am not allowed to bring personal electrical appliances into the office itself. Consumption and storing of feed and beverages in the office space is allowed as long as it does not pose or create a hazard to others. \_\_\_\_\_\_\_\_\_\_\_\_
9. I understand that only OSU computers are allowed to be connected to an internet port. I will not connect routers, switches, hubs, or printers without prior approval from OSU Information Technology (IT). Upon request, I must be able to provide written (email) approval from OSU IT to the CEAT Facilities Support Services staff. The OSU IT policy on Network Devices is located at http://it.okstate.edu/policies/pol­\_nd.php. \_\_\_\_\_\_\_\_\_\_\_\_
10. I understand that all request from OSU IT, Facilities Maintenance (FM), or Environmental Health a& Safety (EHS) should be forwarded to either:
	1. HR Tulsa, Mark Owen, Research Technician, HRC 122, 918-594-8607
	2. ATRC Stillwater, the CEAT Building Maintenance Technician, ATRC 123A, 405-722-0388
	3. ATRC and other Stillwater locations: CEAT Facilities Support Services Manager, ATRC 201, 405-744-3734 \_\_\_\_\_\_\_\_\_\_\_\_

**Keys**

1. I understand each lost or misplaced key will result in up to a $100 re-keying charge to my bursar account. \_\_\_\_\_\_\_\_\_\_\_\_
2. I understand that a professor may ask me to return keys to their lab at any time. \_\_\_\_\_\_\_\_\_\_\_\_
3. I understand that keys will only be given to the person from whom the request was made. \_\_\_\_\_\_\_\_\_\_\_\_

**When I graduate or leave OSU and/or CEAT.**

1. I will contact the applicable representative listen in 9 a, b, or c above and schedule a check-out inspection (see separate form) to have the CEAT graduate clearance form signed by the Dean’s office. \_\_\_\_\_\_\_\_\_\_\_\_
2. I will remove all personal belongings when I leave my office and/or lab. \_\_\_\_\_\_\_\_\_\_\_\_
3. I will return all office, lab and desk keys to CEAT Faculties Support Services (ATRC 201) or HRC Tulsa Research Technician (HRC 122) when I am finished with the research project and/ or graduate. \_\_\_\_\_\_\_\_\_\_\_\_

Key(s) issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed): ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OSU CWID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Return signed form to: ceatkeyrequest@okstate.edu

**----------------------------------------------------------------- CEAT USE ONLY -------------------------------------------------**

\_\_\_\_\_\_\_\_\_\_\_\_ Database information updated

**Attachment C**

Oklahoma State University (OSU)

College of Engineering, Architecture, and Technology (CEAT)

 **Key Issue/Return Form for Laboratory and/or Office/Desk Assignments**

**(CIRCLE THE ACTION) KEY RETURN KEY ISSUE**

**DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

**STUDENT NAME: (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CWID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY MEMBER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPECTED GRADUATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROOM NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KEY NUMBER (CEAT FILL OUT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I understand each lost or misplaced key will result in up to a $100 re-keying charge to my bursar account.
2. I understand that a professor may ask me to return keys to their lab at any time.
3. I understand that keys will only be given to the person for whom the request was made.

**STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person accepting or providing the key (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Return signed form to: ceatkeyrequest@okstate.edu

Return keys may be returned to our key lock box located on the east side of ATRC at the Service Bay/Loading Dock.  If you have any questions or trouble with the box please contact Dan Webb at 405-744-3365.

**----------------------------------------------------------------- CEAT USE ONLY -----------------------------------------------------------------**

\_\_\_\_\_\_\_\_\_\_\_\_ Card swipe access provided/removed

\_\_\_\_\_\_\_\_\_\_\_\_ Database information updated