COLLEGE OF
Engineering, Architecture
&Technology

CEAT Faculty and Staff Space Procedures	Policies and Procedures CEAT-L-005 Effective Date: 10/11/18

Introduction

1.01 Oklahoma State University (OSU) and the College of Engineering, Architecture, and Technology (CEAT) provide office space for faculty and staff to use in performance of their assigned job duties. The following procedures detail operations surrounding office space assignment and access.

Procedures

Space Request

2.01 CEAT Department Heads or Unit management, in consultation with the CEAT Facilities Manager, may assign general office space for faculty and staff. Once a space has been determined for assignment, an email request for office space is sent to the CEAT Facilities Manager, copying the key management staff member over that respective area. The key management staff member will pull the key(s) from the key management system.

2.02 When the assigned individual arrives at the front desk in ATRC 201 to pick up the key(s), he/she will need to provide his/her OSU issued identification card. The Key Issue/Return Form (Exhibit 1) is completed, key(s) are issued to the assigned individual, and card swipe access to the building where the assigned office is located is granted.

Space Maintenance

3.01 Space occupants are not allowed to take any arbitrary measures to alter their physical workspace. If maintenance/alterations are necessary, the CEAT Facilities Manager should be contacted.

Space Return

4.01 Access privileges are revoked when one or more of the following apply:

- A work permit expires,
- The visiting faculty term ends (See the ISS webpage at http://iss.okstate.edu/general-information-scholars for complete requirements), or
- A notification by OSU Human Resources as to a change in employment status is received.

4.02 The department head will ensure that all visiting faculty return all equipment, as well as lab and office keys prior to departing.

4.03 All keys should be returned to the front desk at ATRC 201, with the return reflected using the Key Issue/Return Form (Exhibit 1).

Mail, Packages, and Delivery Notifications

5.01 Departmental mail received will be placed in corresponding mailboxes in ATRC 201. This is usually limited to envelope sized mail only. When larger packages are received, front desk personnel will notify the addressee to come pick up the package(s) in ATRC 201.

Title IX Training Compliance

6.01 All OSU faculty, staff, and students are required to complete Title IX training in accordance with OSU policies. Training can be found online through OSU Human Resources (HR) Learning Management System (LMS) website.

Exhibit 1

Oklahoma State University (OSU)
College of Engineering, Architecture and Technology (CEAT)

Key Issue/Return for Faculty and Staff Checkout

(Circle the action) KEY ISSUE KEY RETURN

Date: _____/_____/_____

Name: _____

CWID: _____

EMAIL: _____

DEPARTMENT NAME: _____

ROOM NUMBER: _____

KEY NUMBER: _____

Signature: _____

----------CEAT USAGE ONLY ----------

_____ Card swipe access provided/removed

_____ Database information updated

Date review completed by CEAT Facilities Management: 8/1/18

Date approved by the CEAT Dean and CEAT Executive Council:10/11/18