Space Assignment/Use Policy for Anderson, Bloedel, and Winkenwerder

Allocation and reallocations of space in the School of Environmental and Forest Sciences (SEFS) for Anderson, Bloedel, and Winkenwerder are considered by submitting a “Request for Space” form to the Facilities Coordinator at sefsbldg@uw.edu. The requests will then be reviewed by the SEFS Director for a final decision.

General Guidelines

- Space allocation recommendations should cause as little disruption as possible, including maintaining the primary built function of a space wherever possible (i.e., wet labs, classrooms).
- The Director must approve major alterations to any spaces. The costs and arrangement of payment for any physical modifications are the responsibility of the requesting occupant.
- Office space (private or shared) is allocated to individuals, with priority to faculty, staff, and fully-funded graduate students.
- Laboratory and other non-office spaces, including storage spaces, are shared spaces, although for operational purposes they are managed by an individual.
- School-wide facilities, such as teaching laboratories, classrooms, computing spaces, community spaces, and conference spaces are not assigned.
- Each space is assigned a steward, who is the point person for questions about the space and is responsible for maintaining the space in compliance with safety codes, and schedules the use of the space as needed.
- Exceptions to these guidelines can be made on a case-by-case basis.

Faculty

Each full-time faculty member (prioritized by tenure, tenure-track, WOT, research) is entitled to the exclusive use of one office. A faculty member may decline the office and/or lab and may share space with others. Part-time faculty members may be asked to share spaces. Faculty holding appointments with no formal workload are normally not assigned office or laboratory space, which includes affiliate and retired faculty (except for ‘40% faculty’ in their teaching quarters). At the request of a sponsoring faculty member,
shared office space may be available to *visiting faculty and scholars*. Clustering of faculty by research interest is desirable. Short-term reductions in funding shall not cause a reduction in space.

**Staff**

*Professional and classified staff* are assigned office space on the basis of the needs and requirements of their workload.

**Students**

The following properties apply:

1. Fully-funded graduate students over partially supported, unsupported, or self-supported students (including those with support from outside agencies or foreign governments)
2. Research assistants over teaching assistants
3. Graduate students over undergraduates

**Click here to download** a *REQUEST FOR SPACE* form.