

## Facility Usage Guidelines

### The Space is a Shared Community

- IRMACS is designed to be a Centre that promotes collaboration between research groups that may otherwise have little or no contact with each other on a day-to-day basis. Furnishings and equipment have been placed in the laboratories and support areas in a generic format and are not intended to be for the exclusive use of any IRMACS member or project over the long term.
- Typically, each laboratory area has convenient access to the adjacent laboratory through a sliding glass door as well as access to a meeting room. Generally, most meeting rooms are shared between two adjoining labs but in some instances, there are some small group meeting rooms within the lab space.
- Users are encouraged to make use of the meeting space whiteboards and any equipment in the meeting rooms during the course of their time at the Centre.
- Large group meetings can be booked into the Presentation Studio or any of the Flexible meeting rooms by contacting the IRMACS front desk.
- Members of the IRMACS community are encouraged to use the informal meeting spaces for their breaks.

### Code of Conduct in Labs

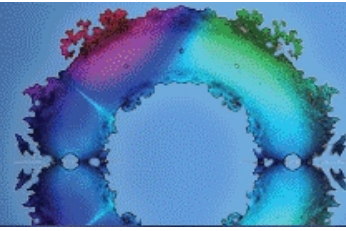
- Open lab space requires that the occupant pay particular attention to noise level. For the comfort and benefit of you and your colleagues, please refrain from conducting open conversations in the workstation area. Enclosed meeting spaces have been provided for impromptu meetings and cell phone conversations.
- **It is the responsibility of all participants to ensure that their lab space is kept clean and tidy.** Please dispose of all garbage and recyclables in the containers that have been provided.
- In the evening, tidy up your desk, and lock away or take your personal belongings with you.
- Space sharing – The only participants who have specified seating are Dedicated Members. Other workspaces are for shared use. In keeping with the space policy, participants with Regular Memberships may not leave belongings out when they are not there.
- The Centre relies on its community to help with security. Please do not prop doors open. If you see any suspicious activities, report them immediately. Do not give people access to any room in the Centre.

### Food in the Labs

- Consumption of food and/or storage of food in the labs is **not allowed**.
- Beverages may be taken into labs, but in order to protect the computer equipment, furnishings, and your research papers, we ask that **all beverage containers have lids**.
- As a mechanism for promoting interaction between research teams, two areas, ASB10941 (lunchroom) and pass-thru, have been specifically equipped with refrigerators, dishwashers and microwave ovens for the exclusive use of the IRMACS community.

### Computer Usage

- The computers can form a cluster and resources are shared when users run large jobs.
- Log off the computers when you are not using them.
- Please don't lock the computer screens overnight
- Each computer is identical and all users can log into any of the computers; they all behave exactly the same.



- Users cannot add applications to individual computers.
- For local working storage, users can store data onto the local hard drive - in the /tmp folder and/or the Scratch partition. IRMACS will attempt to notify users in advance when the Scratch partition is being reformatted. NOTE: THERE IS NO GUARANTEE THAT THIS DATA WILL BE THERE THE NEXT TIME THE USER LOGS IN.

### Visitors

- Visitors who do not have approved access are not to be in the labs or meeting spaces alone.

### TA'ing

IRMACS is a Research Centre, therefore, there are to be no scheduled TA hours in the Centre.

### Workstations

- An ergonomically designed task chair is assigned to each station. It is important for users, seated at a computer for extended periods of time, to become familiar with appropriate operation and adjustment of their chair. Inappropriate posture can lead to repetitive injury. Information can be obtained at [http://www.worksafebc.com/publications/health\\_and\\_safety\\_information/by\\_topic/assets/pdf/comptr\\_wrkstn.pdf](http://www.worksafebc.com/publications/health_and_safety_information/by_topic/assets/pdf/comptr_wrkstn.pdf)
- Monitor & foot rests may be brought in for individual participants as needed at a cost to the project concerned. Because of the shared space model, this equipment must be put away each night unless the participant has a dedicated membership.
- Each workstation is equipped with an overhead storage cupboard along with a file drawer unit on casters which fits neatly under the work surface. Any additional need for storage must be reviewed with the IRMACS Administration; every effort will be made to accommodate any additional storage on an as need basis.

### Reconfiguring Furnishings

- Each laboratory has been equipped with basic furnishings. Any reconfiguration or relocation of furnishings must first be reviewed with IRMACS Administration prior to making any changes to the floor plan.
- Shared bookcases and coat hooks are centrally located in each lab.
- No equipment or furnishings may be added to the labs or meeting rooms without prior approval by IRMACS Administration. Any additional approved equipment & furnishings shall be provided at the expense of the individual projects.

### Posters & Postings

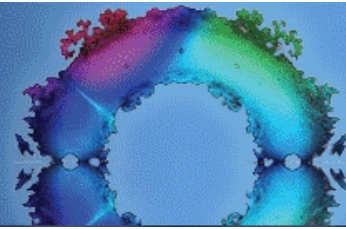
- Hallways in the IRMACS Centre were designed to accommodate posters and displays that promote the scholarly activities of the each project. Additional magnetic surfaces (whiteboards) are available within each lab space.
- Painted walls and wood paneling are not to be used for any kind of posting.

### Centre Administrative & Technical Support Hours

- Regular hours – 8:30 – 4:30, Monday - Friday

### Copy/Print Room in 10905.2 and Drop-in Lab/Print Room in 10933

- A photocopier is available for casual use in the Administration area.



- Printing – there is a print quota per user account. Regular Memberships include 1000 sheets annually. Dedicated Memberships include 5000 sheets annually – cost per sheet after quota is used up is 7¢ per sheet and will be charged back to departments or grants by semester.
- Plotter – \$6.00 per square foot (minimum cost \$40) to be billed to an SFU account or cash.
- Colour printing – 50 ¢ per side

### **Keys to Assigned Storage**

- Each storage unit is equipped with a locking system. Due to limited space, more than one person may be assigned shared cabinets. Keys are obtained through the IRMACS Administration. A refundable deposit of \$25.00 will be charged for each for furniture key & card-access card package.
- The IRMACS Centre doors are secured by a monitored Honeywell Security card access system. Each member of IRMACS will be given a card-access card with access to specific rooms depending on their need and membership. As above (see Keys to Assigned Storage) a refundable deposit of \$10.00 will be charged to each member for their access card and \$15 for a cabinet key.
- At no time is anyone to allow another person to use his or her card-access card.
- Short Term Project Visitors – for card & computer access, the “visitor form” needs to be filled in and submitted to IRMACS Administration complete with a suitable form of ID.

### **Phones**

- Phones are provided in each lab and meeting space. Please be respectful of the shared space protocols and keep your personal calls to a quiet minimum.
- Project Leaders will provide VAC Codes (Verified Account Codes) if long distance calls are required to be made.
- A fax machine is available in the copy room. For outgoing long distance faxes, Project Leaders will provide VAC Codes.

### **Mail**

- Project Leaders will provide VAC Codes for postage charges.
- If required, projects can be assigned a mailbox in the copy room next to the Administration area. Each Project Leader has card access to this room.

### **Coffee Fees**

We have a Tassimo (Hot Beverage) machine in ASB 10941 (lunch room). We keep a limited supply of coffee discs at the front desk for people who would like to use the machine occasionally. If you want to use it regularly, we would suggest that you purchase your own discs as it will cost you less money, and you can purchase the kind you like. There are many local distributors, eg. London Drugs, Walmart.

### **Evacuation Procedures**

- If the alarm is sounding, please leave the lab in an orderly fashion, making sure that the last one out closes the doors behind them.
- **As per SFU Safety policies, everyone must evacuate the Applied Science Building when a fire alarm sounds.**