

The IRMACS Centre Space Guidelines

Space is a Shared Community

- IRMACS is designed to be a Centre that promotes collaboration between research groups which 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 white boards and any equipment in the meeting rooms during the course of their time at IRMACS.
- Large group meetings can be booked into the Presentation Studio or any of the Flexible meeting rooms by contacting the IRMACS Administration.
- Members of the IRMACS community are encouraged to use the informal meeting spaces for their breaks.
- Consumption of food in the labs is **strongly discouraged**. 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 rooms, #10941 and #10904 (the walk-thru), have been specifically equipped with refrigerators and microwave ovens for the exclusive use of the IRMACS community.

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.worksafefbc.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 work station 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 file storage must be reviewed with the IRMACS Administration; every effort will be made to accommodate any additional paper storage on an as need basis.

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.

Card Access

- 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 \$25.00 will be charged to each member for their furniture key & card-access card package.
- At no time is anyone to allow another person to use their 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.

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 book cases 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 which 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.

Code of Conduct in Lab

- 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 work station 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.

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.

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.**

Admin/Tech Hours

- Regular hours – 9:30 – 4:30, M - F

Coffee Fees

- We have an espresso maker in room 10941 and a coffee maker in 10904 (the walk thru). If you would like to use these amenities please pay accordingly. There is fee info. sheet beside each machine. You may “pay as you go” in to the coffee jar or pay “monthly in advance” at the reception area. This is an honor-system set up that will disappear if it is abused.

Phones

- Project Leaders will provide VAC 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.
- Each project has a mailbox in the copy room next to the admin. Area. Each project leader has card access to the copy room.

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

- A photocopier is available for casual use in the admin 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 3 cents per sheet and will be charged back to departments or grants by semester.
- Plotter – \$5.00 per square foot
- Colour printing – 50 cents per side
- Thermal Binding - \$5.00 per cover

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.