

Access and Occupants' Rules for
Kaiser 3085-A Laboratory
EPES Graduate Students' Offices

Table of Contents

1.	Purpose of the Document.....	3
2.	Available Office/Desk Spaces.....	3
3.	Office Space Supervisors:	4
4.	Access and Use:	4
4.1	Laboratory Working Hours:	4
4.2	General Rules:	5
4.3	Occupant's Duties:	6
5.	Appendix.....	6

1. Purpose of the Document

The Laboratory Kaiser 3085 is divided into two parts: Kaiser 3085-A Office Space, and Kaiser 3085-B Experimental Space. The purpose of this document is to ensure the allocation and proper use of the office spaces in Kaiser 3085-A Laboratory by the Electric Power and Energy Systems (EPES) research group graduate students. This document also informs the students-occupants of basic rules, duties, expectations, as well as personal safety that apply to this Laboratory in order to prevent accidents and potential hazardous situations, and ensure that all occupants have pleasant and productive working conditions and environment.

2. Available Office/Desk Spaces

As illustrated in Fig. 1, the office section of the lab has a capacity of 27 desks. The desks are arranged in rows for better utilization of available space while achieving working comfort and quiet partial privacy for the students. The desks are separated by partitions and walking paths that create working zones and absorb the sound. The room has one Main Entrance and two additional Exits. The pathway from the Main Entrance along the wall may be equipped with additional chairs and two small tables for students to have discussions and meeting area. Based on availability and demand for space, the spaces 17 – 23 may be designated as floating or open access spaces that may be shared. Other spaces are generally assigned to PhD and MASc students who clearly have the need.

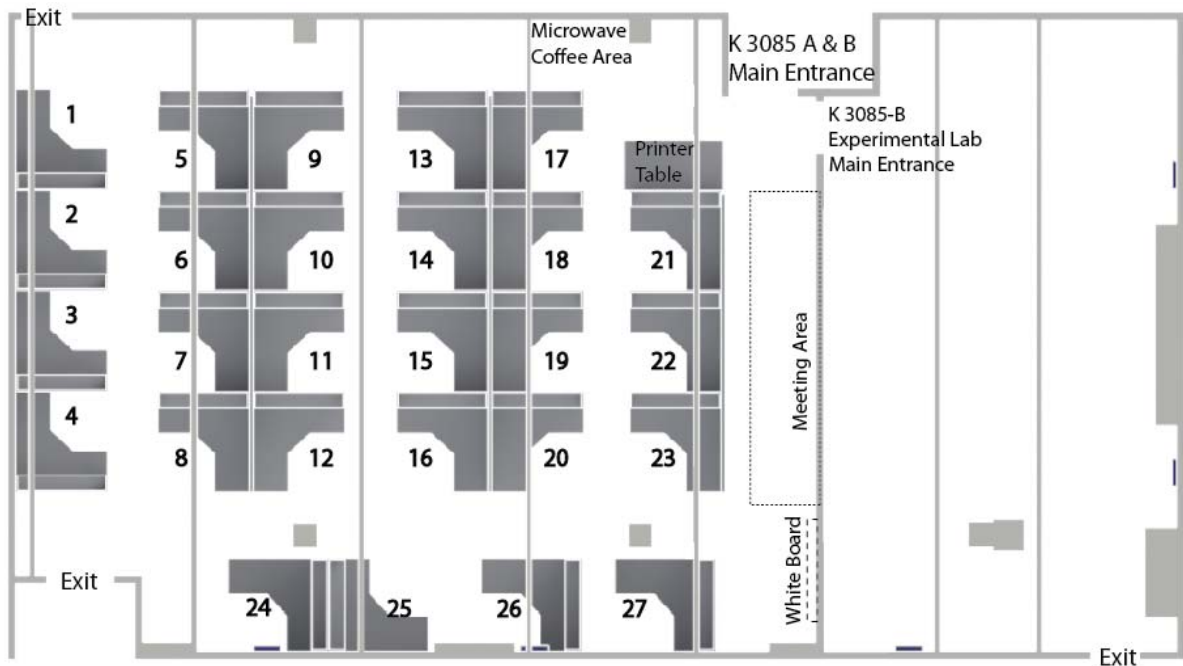


Fig. 1. Location of office desks in Kaiser 3085-A Laboratory, Graduate Students' Offices.

3. Office Space Supervisors:

Presently, Kaiser 3085-A Laboratory accommodates graduate students who are supervised by the EPES faculty members including: Dr. Christine Chen, Dr. William Dunford, Dr. Juri Jatskevich and Dr. Jose Marti. Presently, Dr. Juri Jatskevich is also the principal supervisor of this Laboratory. Please refer to UBC ECE Faculty web page, <https://www.ece.ubc.ca/faculty>, for contact information of each of the faculty member.

4. Access and Use:

Only authorized students with FOB access are allowed to enter the Kaiser 3085-A Laboratory. All new and existing students must read and familiarize themselves with this document. In order to obtain access to this laboratory, the student must initiate the access request (email: access@ece.ubc.ca) indicating his/her primary research supervisor, as well as read and sign the Kaiser 3085-A Laboratory Desk Allocation Form that can be found in the Appendix at the end of this document. In the future, this may also be done through on-line process. The request for access and office desk must be approved by the student's primary research supervisor and by the laboratory principal supervisor Dr. Juri Jatskevich.

Most of the desk spaces, 1 – 16 and 24 – 27, are intended for research students (i.e. PhD and MASc) who clearly have the need. Generally, office desks are allocated based on the availability of spaces, first-come first-served basis. The allocation of desks is done by the mutual agreement of the faculty members and students. Internal to this Laboratory, it may be beneficial to create sub-areas based on the students' research interests and their supervisors. Some student may not need a desk for all times and may share a desk with another student as may be appropriate or needed in case of a shortage. For this purpose, the floating desk spaces 17 – 23 may be used.

On a rotational basis, one graduate student will be asked to maintain a document with students' names and their assignment to the desks (see Section 4.3). This duty will be passed from one student to the next on a yearly basis.

4.1 Laboratory Working Hours:

No restrictions for working hours are applied to the Kaiser 3085-A Laboratory office section. However, the students are strongly advised to work during the regular day time hours and avoid working alone very late and/or during weekends.

4.2 General Rules:

- a) Avoid working alone especially if it is very late and/or during weekends.
- b) Always make sure that the Main Entrance door is closed after entering or leaving the Kaiser 3085-A Laboratory.
- c) Last person leaving the laboratory during the day or in the evening must always make sure that ALL DOORS are closed.
- d) Never leave any of the Exit doors open, unless it is for increased ventilation **and** there is a person who can keep an eye on that door at all times while it is open.
- e) Never allow unfamiliar persons to enter and walk in the Laboratory.
- f) **All Visitors** (anybody who does not have authorized access, e.g., undergraduate students, students from other labs, visiting students/researchers, any staff members, non-ECE faculty/staff, family, relatives, etc.) **must be accompanied to enter the lab and for all times while in the lab.**
- g) The students with authorized access to Kaiser 3085-A **carry full responsibility** for opening the door, and if necessary allowing in and accompanying the Visitors while they are in the Laboratory.
- h) No experimental work is allowed in the Kaiser 3085-A Laboratory office section. Any and all exceptions must be arranged by EPES research supervisor(s).
- i) The use of personal computers (PCs) and the network/internet is allowed for work and study related activities only.
- j) **Always maintain tidy working space on your desk and its surroundings.** Keep your books, papers, and all personal belongings well organized on the shelves and the drawers that are provided.
- k) Lock all your personal valuable belongings in the lockable drawer in your desk.
- l) Avoid leaving your very valuable belongings such as laptop, wallet, keys, phone, cash/money, bikes, etc., in the lab or on your desk unattended.
- m) Food and/or beverages are allowed in the office section only of this Laboratory. Reasonable use of the Microwave Oven and Refrigerator is permitted. Please also be mindful that some “smelly” foods may be not very pleasant to some other occupants in the lab.
- n) Avoid loud discussions and conversations that may be disruptive to your fellow students who are trying to work and concentrate of their research!
- o) **No TA hours** should take place in Kaiser 3085-A Laboratory. If you are a TA for a course, you have to arrange to hold all or any of your Office Hours in a dedicated room outside of the lab. To book a room, please check its availability via <https://mrbs.ece.ubc.ca> and send email request to bookings@ece.ubc.ca. Please also contact the course instructor who can make the room booking for you.

- p) If an undergraduate student came to see you for your TA duties, you should walk him/her to the meeting area in the lab (separated by partitions from the office area) where you can quietly discuss any related matters while avoiding disrupting others.
- q) In the case of an accident, assess the situation, immediately notify the responsible supervisors, your fellow students/partners, and if necessary seek immediate and appropriate medical help.
- r) **In case of an emergency call 911.** The First Aid kit is available inside of the Kaiser 3085-B Experimental Laboratory.

4.3 Occupant's Duties:

Graduate students and researchers often spend long hours in their laboratories while studying and pursuing their research. In order to make Kaiser 3085-A Laboratory a pleasant and productive work place for all its occupants and members of the EPES research group, all laboratory occupants (students) must volunteer to undertake many duties and responsibilities. Generally, such duties will be rotated among the students (for example, on yearly or six-month basis). These duties include, but are not limited to, the following:

- a) Opening Main Entrance door and accompanying any Visitors to the desk of person being visited.
- b) Managing the Lab Printers, ensuring paper and toner supplies, etc. Sending and following appropriate service tickets.
- c) Maintaining the EPES group and its Alumni email lists, and making all group announcements regarding seminars, meetings, social gatherings, etc.
- d) Maintaining and updating the allocation of office desks in Kaiser 3085-A Laboratory.
- e) Providing the introduction and orientation instructions to all new students. Collecting and keeping the signed Kaiser 3085-A Laboratory Desk Allocation Forms.
- f) Checking the tidiness of the laboratory overall, periodic inspection of the tidiness of all desks in the lab, and reminding the students whose desks need "improvement" to do so in a timely manner.
- g) Maintaining and updating the EPES group website.
- h) Maintaining the list of all student volunteers and their duties, and regularly updating this list by appropriately rotating the students.

5. Appendix

See following page for the Kaiser 3085-A Laboratory Desk Allocation Form.

Kaiser 3085-A Laboratory Access and Desk Allocation Form

Family Name: _____ First/Given Name: _____

UBC ECE Email: _____ Non-UBC Email: _____

Phone: _____ Cell Phone: _____

Primary Research Supervisor at UBC/ECE: _____

Research Program or Status at UBC/ECE: _____

Date Starting using the Lab/Desk _____ Desk Assigned: _____

Expected end date (if known): _____

Instructions are given by (Name of Volunteer Student): _____

Date: _____

By signing below, you are acknowledging that you have read the "Access and Occupants' Rules for Kaiser 3085-A Laboratory: EPES Graduate Students' Offices" and agree to the Rules and Duties as explained therein.

Instructions received by (Name and Signature): _____

Date: _____