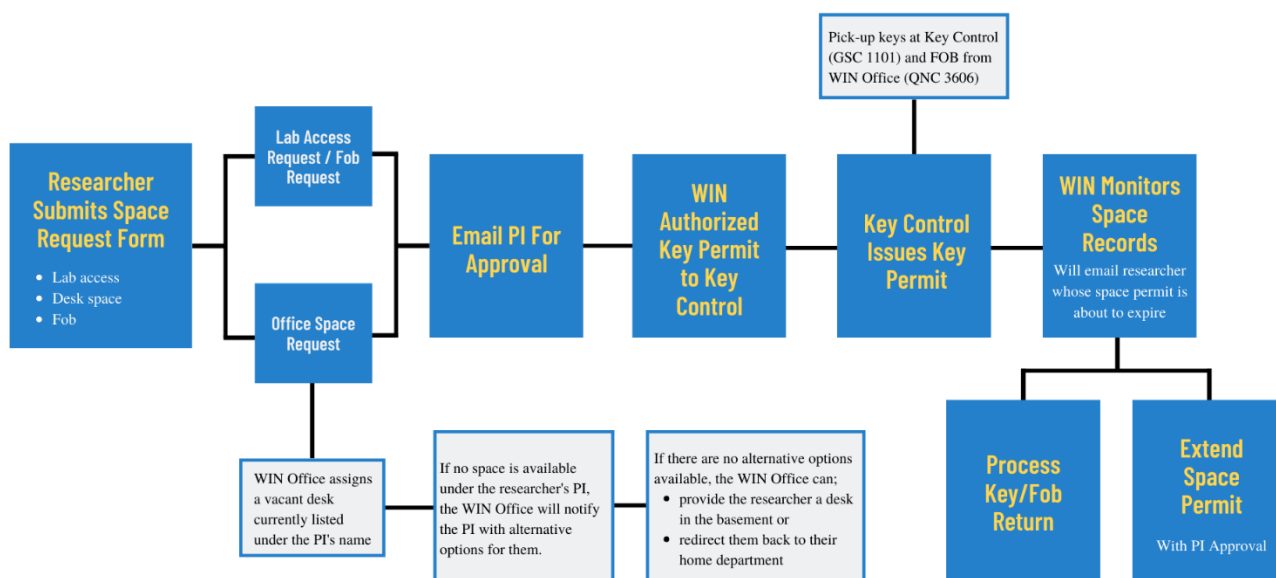


WIN Space Allocation & Management Policy: Approved by the WIN Space Committee

WIN Terms:

- Foster community on the basis of interdisciplinary collaboration
- Fair and equitable assignments of lab and office space to ensure a safe and healthy work environment

The goal of the WIN Space Allocation and Management Policy is to ensure fair and equitable assignment of lab and office space within the QNC to create a safe and healthy work environment where interdisciplinary research and collaboration can thrive.



Procedure for Requesting Space at QNC:

Steps:

1. Applicant to submit the fully completed space request form with the required training summary
2. The application will be processed by WIN Office within 10 business days of receipt of this request, pending completion of safety training

- WIN office to seek approval from PI (Note: if home department is Electrical and Computer engineering, additional approval from ECE Space coordinator: Lisa Habel: lhabel@uwaterloo.ca)

Office space request*:

3. Whenever possible, WIN will assign the applicant to a vacant desk in the same office as their home group members
 - If there isn't space available in or in or close to the office with the office with other home group members, WIN will contact the PI with alternative office allocation(s), leaving the final office choice to the PI.
 - If no assignment is beneficial, office space in the basement will be offered or the applicant will be directed back to their home department
4. Once space is approved by PI and key deposit is received, then WIN will make the key request to Key Control and they will issue the key permit via email to the WIN office and the applicant
5. Applicant to pick up keys from Key Control (GSC 1101)

Lab Access Request / Fob Request:

6. WIN to finalize request once approval is granted from the PI
7. WIN issues Key permit
8. Applicant to pick up keys from Key Control (GSC 1101) and Fob from the WIN Office (QNC 3606).

*WIN reserves the right to make the final decision on space allocation on a case-by-case basis.

9. Approved applicants will be notified via email from [UWaterloo Key Control](#) when key permits are issued, and key(s) can be picked up

Desk Switching Rule:

If you want to change your office or desk assignment, you are responsible for finding someone within QNC to do this, ensuring that such change is indeed possible, i.e. there is an empty desk in the location of your choice or the occupant is willing to exchange locations with you. If you are changing your desk assignment you must:

- Notify the WIN Main Office of the intention to switch via email at win-office@uwaterloo.ca WIN office must know the finally allocated desk space.

If you are changing your office assignment you must:

- Notify the WIN Main Office of this switch via email at win-office@uwaterloo.ca
- Complete the space return form and return your keys to the WIN Main Office in QNC 3606.
- Complete a new space request form with your new office number requested. You will then need PI approval before you are issued a new key permit. (Note: ECE Space coordinator must also approve for ECE researchers)

Terms of Service:

- Applicants must be officially registered with UWaterloo and are required to inform their home department they are requesting space in QNC

- Keyholder must maintain personal possession of issued UWaterloo keys and fobs; are responsible for their physical security
- **Key transfers from one person to another or key sharing or lending are strictly prohibited**
- The keyholder is responsible for the security of any space to which they have keys and shall not admit unauthorized or non-registered persons into that space in their absence
- If there is a change in key holder's position status (e.g. from a Master student to a PhD student), please inform the WIN office with new anticipated end date (with PI's approval)
- Keyholder must present valid documentation from the University of Waterloo when/if requested
- All keys and key fobs must be returned by the permit end date, to the WIN office, the key dropbox at QNC 3601 or mail
- Lost keys and key fobs must be reported immediately to win-office@uwaterloo.ca