

**Purdue University - School of Chemical Engineering**  
**Space Management Policy**

**To: ChE Faculty, Staff, and Students**

**From: Arvind Varma, Head**

**Effective Date: August 17, 2009**

**Purpose**

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This document outlines the procedures to follow for space allocation and key issuing in Forney Hall.

**Scope**

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**Faculty and Staff Offices** - The School Head assigns offices for all faculty (regular and visiting) and staff members. For faculty members, each case is considered on an individual basis. When a staff member is hired in an existing position, in general, the same office as the last occupant is assigned. All requests should be addressed to the Head, and notification of approval is given by email.

**Laboratories** – The School Head assigns all laboratory space in Forney Hall. All requests should be addressed to the Head, and notification of approval is given by email.

**Post Doctoral, Graduate Student, and Visiting Scholars Offices** –The Forney Hall renovation coordinator (currently Dr. Caruthers) assigns offices for all graduate students, post doctoral associates and visiting scholars. All requests should be made by the faculty research advisor to Dr. Caruthers, and notification of approval is given by email.

**Keys**

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The Building Deputy (currently Jeff Valley) is copied on all written approvals of space assignments; he/she will then issue a key to the occupant. When a key to a research laboratory is needed, but no space allocation is involved, the faculty research advisor requests the Building Deputy directly for a key to be issued to the individual.

When a key is issued, the person receiving it will sign a form committing to return it at the end of the appointment. The employees leaving the School upon completion of their appointment will return all their keys to the Building Deputy during the check-out process, which is monitored by the Business Manager (currently Andrea Sills) for faculty and staff and by the Graduate Program Coordinator (currently Deb Bowman) for graduate students.

For undergraduate research students, who need the key to a research laboratory and no space allocation is involved, the faculty research advisor will request the key from the Building Deputy. The key will be issued in the student's name and a \$20 deposit per key will be required. The deposit will be returned by check to the student when the key is returned.

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