

Purdue University - School of Chemical Engineering
Space Management Policy – Details of Internal Procedure

To: **James Caruthers, Professor, Forney Hall Renovation Coordinator**
Cristina Farmus, Administrative Director
Jeff Valley, Forney Hall Building Deputy

From: **Arvind Varma, Head**

Effective Date: August 17, 2009

This document details specific procedures to follow and personnel responsible for space occupancy and key record keeping in Forney Hall.

The Building Deputy (currently Jeff Valley) under the supervision of the Administrative Director (currently Cristina Farmus) is responsible for maintaining space occupancy and key records for all rooms and laboratories in Forney Hall, effective immediately. The exception to this policy is related to space in Forney Hall that is not managed by Chemical Engineering, such as utility closets, electrical rooms, etc, for which the School does not receive keys.

The Building Deputy will be copied on all approvals of a space assignment. Upon notification of a space management change, he/she will issue the appropriate key and record the change in the Forney Hall Space Management spreadsheet within two business days. The Forney Hall Space Management spreadsheet will be saved in the SpaceMgmt shared drive. The Building Deputy and the Administrative Director will be the only people with access to modify the spreadsheet. The School Head, his/her Assistant (currently Chris Murray), the Renovation Coordinator (currently Jim Caruthers) and his Assistant (currently Jenni Layne), will have access to the SpaceMgmt shared drive to view this information.

An inventory of all keys for Forney Hall (original building and addition) will be made by September 10, 2009. An electronic spreadsheet will be created, recording all existing keys; missing keys will be identified and an action plan will be created to recover them. A key inventory will be conducted annually in December.

This policy will be reviewed and evaluated at the end of the 2009-10 fiscal year.

CC: Andrea Sills, Business Manager
Jenni Layne, Secretary
Chris Murray, Assistant to the Head