



MEMORANDUM OF UNDERSTANDING

Amongst the College of Engineering, Department of Materials Science and Engineering, and Bruce Hinds for Space Assignment in the Benjamin Hall Interdisciplinary Research Building

Date: August 2014
To: Bruce Hinds, Professor in Materials Science and Engineering
Alex Jen, Chair of Materials Science and Engineering
Cc: Michael B. Bragg, Frank & Julie Jungers Dean of Engineering
Re: Space assignment in the Benjamin Hall Interdisciplinary Research (Ben Hall) Building for Bruce Hinds

OVERVIEW

This document summarizes space assignments in the Ben Hall Building. Decisions related to space assignment and management in the Ben Hall Building are made by the Associate Dean for Infrastructure under advisement of the Ben Hall Floor 6 Space Advisory Group, the Dean or appropriate designate, in accordance with CoE Ben Hall Space Guidelines & Best Practices. The terms of this agreement are common and applied equally to all faculty members and departments assigned space on Floor 6 of the Ben Hall Building.

CURRENT ASSIGNMENTS

The following spaces have been assigned to Bruce Hinds for an initial three-year period (9/1/14 – 8/31/17). The attached for relevant floor plans provide the space assignment.

Individual office

Table with 9 columns: Room, % of Room, Room Type, Space (sq ft), Desks (#), Bench (lin ft), Hood (#), BSC (#), LFC (#). Row 1: 675B, 100%, PI office, 158, 1, 0, 0, 0, 0

Laboratory

Table with 9 columns: Room, % of Room, Bench designations, Space (sq ft), Bench (lin ft), Hood (#), BSC (#), LFC (#). Rows: 630 (630-6), 620 (M), 621 (H, 620N, P, Q), 620 (620-6)

Allocation of desks*

Table with 5 columns: Room, % of Room, Desk Designations, Space (sq ft), Desks (#). Row 1: 620A, 625, %, (empty), (empty)

*Note that PIs are allocated between 4 and 8 desks depending on the percentage of laboratory space to their total laboratory space. The actual assignment is determined

annually by the space management plan and space committee.

To facilitate the dynamic and collaborative research activities, this allocation will be reviewed annually and may be adjusted to meet overall research needs of the PIs on the floor as a whole.

Decisions to reallocate workstations will be made by the leader of the floor (Currently PI Yang), in consultation with the Space Advisory Group and the Associate Dean and/or his/her delegates.

Other MoIES spaces available for use

[Kitchen, Conference rooms]

All common spaces must be kept clean. Spaces not cleaned will result in a warning to the PI. Multiple warnings will result in a fine of \$1000.

TERMS OF AGREEMENT

Accepting the assignment of this space, the [PI and Department Chair] agrees to the following terms:

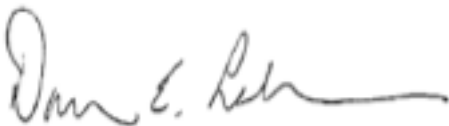
General terms

- Upon signature, the PI agrees to follow the Space Management Document for Floor 6 in Ben Hall Building.
- Initial assignment is for a three-year term, with the option to extend for additional three-year periods thereafter. As outlined in the Space Management document, space evaluation may occur earlier.
- Faculty members assigned space on Floor 6 of the Ben Hall Building are responsible for:
 - Adhering to and holding research group members responsible for meeting all expectations within the Ben Hall Space Management document; this includes establishing a Health and Safety Plan and maintaining compliance with EH&S guidelines and the highest standards for safety (see <http://www.ehs.washington.edu/psogeninfo/regspol.shtm>).
 - Confirming that adequate and appropriate facilities are available to perform work *before* accepting research funds. The appropriate time for a faculty member to request new or modified space is *before* submission of a grant proposal that would require the new space.
 - Working with their Department Chairs to coordinate requests for additional space or renovations in the Ben Hall Building before contacting the Associate Dean for Infrastructure or Facilities Specialist.
 - Maintaining a high level of research activity and collaborations. Meeting the direct expenditures \$/sft metric is required. The value of this metric will be established by the College of Engineering in consultation with the UW Real Estate Office.
 - Providing annual report of research activity in Ben Hall to the Associate Dean for Infrastructure.

- Any change to assignable spaces, other than minor adjustments, must be approved by the Associate Dean of Infrastructure. Renovations should not be initiated without prior approval. Additional information may be found in the Space Management Policy.
- The CoE is not responsible for the cost of moving groups in or out of the building.
- Reviews of space utilization and faculty activity will take place annually at the end of each fiscal year. The Associate Dean will work with the floor leader to determine seat allocations for funded graduate students and post-docs. Other seats may be assigned to the research groups after seats for all funded students and post-docs have been allocated. A formal review will take place at the end of each assignment period.
- Long-term declines in extramural research activities will be considered as the primary reason to justify a reduction in space assigned to a faculty member. A decrease in funding is considered “long-term” when it extends for longer than one calendar year without a reasonable explanation. Should a faculty member be in a situation where assigned space is underutilized for more than two years, that space will be reassigned to another faculty member.

Please indicate your acceptance of this agreement and its terms by signing below and returning an original signed copy to my office.

Sincerely,



Dawn Lehman
Associate Dean of Infrastructure, College of Engineering

Accepted and agreed:

Bruce Hinds
Materials Science and Engineering

Date

Alex Jen
Materials Science and Engineering

Date