Draft Policy on CT space in SIB – Prepared by ResCttee (2007) and edited since

Room booking procedures and maintenance of CT space:

To better use and maintain CT space all booking need to be lodged online. We expect that negotiations among current room users should take place to facilitate any need for rearrangements. If these are not possible bring in John B. If this fails bring in Research Chair or Blows.

The current room users will be displayed on the door. Contact these in the first instance if space is required.

Once agreed the room and space required should be lodged on line. This will be authorised by the Research Committee and a receipt placed on the door (copies to student/researcher/ lab group leader/ John Bertram and Office). The BITS people are currently working on a calendar based printable receipt. The research committee will give priority to the most flexible applications that are able to share CT space.

There is a need to clearly spell out who is the user and responsible for clean up when the expiry date is reached. The area being used is to be clearly identified and labelled. Rooms will be periodically inspected by John Bertram. If untidy/unkempt etc this will be brought to attention of users. If not fixed by the next inspection brought to lab leaders attention and lose of privilege (room space?).

Once a users time has expired and if the space is not cleaned all to be notified and goods to be dumped with a minimum period of notice e.g. one week.