



### III. SEB ASSIGNABLE RESEARCH SPACE METRICS

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Desk assignments within an office are handled internally in a manner deemed equitable by the students and PI's involved, as long as each student is afforded comparable space.

## **B) GA Space Function**

Assignment: GA space will be assigned with the desk # appended to the room #. For example SEB-1158-1, SEB-1158-2, SEB-1158-3. Desk #'s are designated by numbering each workstation in a clockwise manner when entering the room per the below layout.

Layout: Each GA office shall be required to conform to the below format as originally designed allowing equitability between workstations and standardization.



## **C. GA Key Returns:**

Responsibility for a hard key primarily lies with the key holder. The key holder is required to maintain security of their key per UNLV key policy and return the key to the SEB admin office upon their departure. Keys not returned will hold up future key request for the authorized PI until the key has been returned or the PI has paid to have the door rekeyed.

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Authority: SEB Steering Committee