

Approved by FEC on November 7, 2019

Research materials storage in common areas policy

Introduction

The Faculty of Health Sciences (FHS) on the Burnaby Campus has common/shared spaces that it can assign to faculty members' research personnel. These spaces currently include BLU 11402, 10402, 11830, 11810, 9830, 9840, 9850, 9860. Please refer to the most current FHS Blusson Hall space seating plan map for existing common/shared spaces.

Assignment of space in any of those areas is done as per the FHS space allocation principles, adopted in 2014 and reviewed by the FHS Space Management Advisory Committee in 2017.

Part of BLU11402 is assigned for shared use for teaching assistants (TAs) and sessional instructors. There are lockers provided for TAs and sessional instructors to use for storage of exams and other teaching materials and as a method of exchanging materials with the course instructors (applicable for TAs). Lockers are cleared at the end of each semester with materials being handed either to faculty members, if coming from a TA or to the Education Program Assistant, if coming from a sessional instructor.

Scope

This policy addresses research materials storage in the aforementioned common areas for faculty members with research personnel (research assistants or RAs), post-doctoral fellows assigned space in one of the areas

This policy does not apply to files stored by staff, TAs and sessional instructors. See Introduction for references to these storage issues. This policy also does not apply to electronic file storage.

All faculty members are expected to use their office to store student related files, administrative and research related files ensuring compliance with the [SFU records retention schedules](#).

Upon request, FHS will provide additional cabinets as per SFU standards, provided the office can accommodate additional furniture and installation complies with SFU Facilities standards.

Policy

1. **Assigned space to research personnel in common areas will include storage. The storage will come in the form of a filling cabinet and/or a pedestal, depending on the cubicle provided.** Each cubicle has a predetermined corresponding filling cabinet and/or a pedestal with labels clearly identifying that.
2. **The filling cabinet and pedestal assigned will be identified on the workplace request form and communicated to the PI.**
A filling cabinet may be shared by two or more cubicles, which may result in a cabinet being shared by two or more faculty members and their research teams. A pedestal is usually assigned to one cubicle.
3. **The filling cabinet and if shared, each drawer will be labeled by FHS staff with the faculty member's name and keys will be issued to each faculty member and as per their request to their RAs occupying the space.**
If keys are issued to RAs, it is the responsibility of the faculty member to make sure keys are returned to the FHS Receptionist when RAs end their employment with the faculty member.

4. **Faculty members and their research team will only use the storage assigned to them and only for research related materials.**

Materials should be kept inside, not on top or beside the cabinets. Faculty members are responsible for complying with regulations as it pertains to research materials storage, confidentiality and security. They should also communicate this to their RAs. FHS staff are not responsible for safeguarding of the documents, locking and unlocking drawers, any negative consequences arising as a result of lost or “borrowed” keys.

5. **The filling cabinet and pedestals belong to the space, not to the faculty member or their research team.**

Once the space is no longer occupied, the faculty member has the responsibility to clear the filling cabinet and the pedestals and return the keys to the FHS Receptionist by the end date of the research personnel appointment.

6. **Upon becoming vacant, the space (cubicle and adjacent filling cabinet and/or pedestal) will be reassigned and all contents stored will be initially placed in boxes labeled with the last occupant’s name.**

A follow up email will be sent to the faculty member and if there is no response received within a month, all contents found will be placed in their office. An email will be sent from FHS informing them when this has happened.