

Facilities and IT Policies for Operations Staff

Furniture:

The GSE receives no money for furniture upgrades from our budget/general funds, so the school relies on savings/reserves to make these upgrades whenever possible. The GSE provides basic office furniture (including desk chair, desk, and some storage, e.g. file cabinet) to all ops staff. In the event of a new hire and office is outfitted with furniture and enhancements are requested (e.g. remove bulletin board, move picture, change orientation of furniture), then the department will cover the cost. If the facilities team initiates a move and staff double-up, new furniture will be purchased as part of that move (no cost to unit/department). If new furniture is needed/preferred for other reasons (including for a replacement staff hire), the unit/department should cover all associated costs out of their operating budget (including furniture, carpentry, paint, etc.). If there are ergonomic issues, there could be additional fund supports (contact John Baker for details). If there is not enough money in the unit/department budget to cover this furniture, requests can be submitted for additional funding from the finance team (and need to include confirmation of ergonomic training and requirements and a breakdown of any remaining commitments on existing fund balances). Furniture orders will be placed once/quarter, regardless of funding source (on a first-come, first-serve basis) as facilities schedule allows. These need to be finalized with the facilities team by the beginning of February for the April move and the beginning of September for the November move.

Computers:

GSE IT provides Dell desktops and replaces them every four years for ops staff. The purchase of the computers will occur in the Winter quarter (return from Winter break) and an assessment will take place in Winter 2019. The roll-out will take two months upon receipt of equipment. These are bought in bulk at significant discount, and the standardization allows for ease of deployment and IT support. If your unit/department would prefer an additional option (e.g, laptop as a second computer to work remotely (one day a week) or to support meetings), the unit/department will need to cover the costs with their operating budget and arrange for the purchase through IT (to confirm this platform can be supported by the IT team). If the position requires the staff to use a laptop due to the nature of their job (predominantly working off-site) then a laptop/docking station or similar set up with laptop/screen will be purchased as the primary computer (in place of the desktop) with GSE funds after IT has reviewed specs. Pre-approval of the department leader and budget officer is required before purchasing. NOTE: Staff who use laptops as primary computer will more than likely need to be upgraded at the three year mark.

Printers:

To support GSE Sustainability/Green GSE for shared office spaces, one network printer will be provided and supported by facilities and IT. If staff currently have a setup in a shared office with multiple printers, the printers will remain until they're phased out (due to obsolescence or disrepair).

Office Improvements:

Offices are painted during office moves and every three years (as needed). Office carpets are cleaned quarterly and the schedule of office cleaning and other custodial information can be found here: <https://lbre.stanford.edu/bgm/what-we-do/custodial-services/custodial-services-and-pricing/basic-services>.

Windows are cleaned bi-annually (every other year) by the University facilities group. Schedule: during the month of March to August and notice will be sent by LBRE 2 weeks in advance on behalf of custodial service for window cleaning.

- 03-300 done in odd years Education building
- 03-050 done in odd years Barnum building
- 02-020 done in even years CERAS building

Blinds are cleaned once/year, during the Spring quarter. Cleaning is not provided for the desk/other surfaces (the university determined this would be the case for security reasons), so individuals are responsible for keeping those spaces cleaned/dusted. Damages in office spaces that cause work-stoppage will be addressed within 7 business days (most will be addressed sooner, but sometimes the team depends on outside vendors for assistance). Carpets are replaced when the warranties run out (most are lifetime) or in cases where a move requires it.

Personal Items/Accessories:

The GSE Facilities team encourages staff not to bring in too many personal items to the office. The offices are small and moves are frequent, and we cannot be responsible for loss or damage to personal items. However, picture hanging, bulletin board hanging, etc. will be scheduled first-come, first serve (after facilities projects) on the first Tuesday of every month. Shelving and carpentry will also be done on an as-needed basis and also scheduled first-come, first-serve one day per quarter. The GSE facilities team will not support (put together, move, etc.) furniture bought outside of the standard facilities process (e.g., IKEA/Amazon purchases, lamps, furniture brought from home, bookshelves, etc).

Office Shuffles (aka moves):

The GSE Facilities team has some regular need to move people's offices. Serving over 400 staff, faculty and students with space means this is a fairly regular occurrence. If an office move is required by the Dean's office, the facilities team will give one-month's notice before the move. If this move is initiated by the facilities team, new furniture and office improvements may be done (to the specifications of the facilities GSE new space configurations and guidelines). If office moves are initiated outside of the facilities team (where no work-stoppage is anticipated), the facilities team will schedule these on a first-come, first serve basis (for as many as the movers can handle) for two days in November and April each year (to avoid busier times when other facilities issues might be more urgent) as facilities schedule allows. These need to be finalized with the facilities team by the beginning of February for the April move and the beginning of September for the November move.

Environmental Health and Safety:

EHS and the Lands, Buildings, Real Estate group on campus regularly inspect and survey our buildings. Currently, there are no spaces currently posing any threat according to these offices. However, if there is a health concern, these should be raised with the facilities team and inspections/resolution will be made within 30 days. Regardless of the advice of our on-campus partners, the GSE facilities team will work to come up with some resolution. However, if the space is deemed safe, accommodations will not be guaranteed. Immediate life-safety issues should be directed to 911 (and if possible with a follow up to facilities). SUFMO (Stanford University Fire Marshal's Office), conducts fire inspections for the Education, CERAS and Barnum buildings during the Spring quarter and information can be found on the emergency preparedness section of the [facilities website](#).

Master Keys:

Master keys are issued to the staff at the front desks, and IT and facilities staff. The Senior Associate Dean, Associate Dean of Administration, and the Dean's Executive Assistant also hold master keys. Should you need a key for a room, you can see one of the front desk staff to reserve it/check it out. For event planning contact the facility staff (John Baker) in advance to gain access to the following rooms, CERAS 101, 204, and 435 and Education conference room 115, using your Stanford ID. In the event that you should be locked out, please call Stanford Department of Public Safety at [\(650\) 329-2413](tel:6503292413).

Other:

A facilities [calendar](#) designed to provide scheduled maintenance of the 3 GSE core buildings is available for the GSE staff on the facilities website <https://ed.stanford.edu/facilities>. The calendar will be updated quarterly for university facility maintenance items (will update once university provides dates) and quarterly for planned GSE maintenance and ad-hoc facility upgrades.