

Growing the Campus Footprint: Phasing Up

1 June 2020

- Modified access to buildings
- Research ramp-up planning (capacity and flow)
- Academic adaptation (capacity, flow, & schedule)
- Administrative adaptation (in support of broader MIT mission)
- Edge cases for your team, your space, your needs

Campus Space Contingency Working Group “Office Hours”

- Offered 1 June 2020 – 31 Aug 2020
 - Wed 11am-12pm
 - Wed 5-6pm
 - Fri 5-6pm
- Zoom session feedback on your plans; advice and consultation
- Any School, College, DLC or DLC subset, Office
- MIT-managed and -leased buildings for the MIT community DLCs and Offices
- Capacity and flow, not scheduling (space part of space-time continuum)
- How: Email building-access@mit.edu to request slot
- How much: Absolutely free

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- Reservable private-office campus space for occasional key times when you cannot WFH
 - Internet bandwidth (e.g., zoom)
 - Remote education prep
 - Meetings with advisees or sponsors when interruption is difficult to manage

OWA Calendar (Limited Access sign-up and space prep)

- Manual describing what/where/how to reserve space in 8am Dropbox folder
- Location remains E17-294 (GECD suite) through Aug 2020
- Facilitates enhanced cleaning of space and of adjacent dedicated restrooms, and flexible/secure access in location suited for purpose, with whiteboard, table and chair at each closed-door room
- *This resource is extended to help all of us manage the challenges of limited campus access during research ramp up phases, working from home, and shifting of family care responsibilities over the summer months.*

How do I sign up for that “limited access” quiet space on campus?

1 June 2020 – 31 Aug 2020

- The “how-to” manual describing the what/where/how to self-reserve this quiet space was distributed in March 2020 and is provided with this update. *It will be available in the 8am Dropbox folder linked in the 8am zoom meeting invites, and can be distributed to faculty and instructors.*
- In response to comments during Spring 2020, wifi repeaters were added and appears to work well.
- Faculty & instructors: Self-reservation is open now and has not paused. Each person does his/her/their own sign up online.
- Other staff & students: Facilitated reservation for staff or students is possible, as available. These tend to be for PhD defenses or short virtual meetings. Those staff and students seeking access should request that campus access online, and we will facilitate response and reservation: <https://ist.mit.edu/campus-safety/request-access>
- If you have concerns with how the space is working for you or your colleagues, please do email building-access@mit.edu. Krystyn Van Vliet or Joe Higgins will respond and seek to remedy issues.

Manual contains:

1. Room features & walking directions to suite through a specific, dedicated entrance with your MIT ID
2. Room reservation system on owa.mit.edu calendar, with easy but detailed instructions for sign-up to pick your time and your room, for 2-hour blocks that can be stacked if needed
3. Room suite map