

## **Science and Engineering Complex Space Use Guidelines (rev 4, 4/16/15)**

The goal for the Science and Engineering Complex is to support excellence in research and teaching and to enhance the campus experience by fostering a building culture that is lively, collaborative, cross-disciplinary, nimble, and supportive of cost-efficient operations. The Project Sponsor Group (PSG) recommends the following guidelines for the allocation and intended use of space and the safety of occupants.

### **GENERAL**

- Maximize the amount of common and shared teaching, work, and social spaces in order to promote interdisciplinary collaboration.
- Maximize natural light for all occupants and visitors.
- Ensure ease of way finding for visitors and occupants.
- Maximize the adaptability of uses by limiting the amount of build-to-suit spaces and encouraging furniture rather than built-in solutions. This includes the use of readily demountable tables, rather than built-in lab benches wherever possible.
- Integrate information technology and wellness initiatives into programming and design.
- Provide drinking water solutions throughout the building as a convenient alternative to bottled water

### **TEACHING / RESEARCH LABS - GENERAL**

- Research labs are generic in format with flexible utility services in order to sustain interdisciplinary research into the future.
- In order to ensure the most productive use of laboratory facilities, space will be assigned at the School or University level to meet the current needs of faculty in support of funded research. Therefore, the number of bench seats and the provision of dedicated lab support rooms is subject to change over time.
- The write-up spaces in lab neighborhoods provides desks with secure storage for research affiliates including, for example, technical staff, graduate students, post docs, etc. Floater desks will be provided in this zone to accommodate, for example, computational researchers, and undergraduates.
- The four teaching labs will accommodate multiple disciplines in science and engineering.
- Regardless of location within the SEC, the core facilities are intended to accommodate research across the university, including all three campuses.

### **TEACHING / RESEARCH LABS - SAFETY**

Building occupants will partner with Tufts EHS staff to create safe, sustainable laboratories and minimize environmental impact from laboratory and laboratory support operations.

This Health and Environmental Protection Partnership is based on the design and conduct of safe experiments. This means that all materials, procedures and equipment will be evaluated for potential hazards and controls by the experimenter before any experiment is conducted.

This is a complex and time consuming task which will be accomplished faster and simpler through an effective partnership with the experts in Tufts EHS.

The following are key steps in achieving this objective:

- All lab staff will complete annual general laboratory safety training either via lecture or on line.
- All lab staff will complete specific training programs per schedule in the areas of biological safety, radiation safety, laser safety and other safety programs specific to their job tasks.
- All lab staff will identify their use of high hazard chemicals and develop a Safety Plan with the assistance of TEHS staff.
- All lab staff will identify their use of radioactive materials or x ray machines and develop a Safety Plan with the assistance of TEHS staff as required by the Tufts Radiation Safety Committee.
- All lab staff will identify their use of biohazardous agents and complete registration forms and Safety Plans as required by the Tufts Biosafety Committee.
- All laboratory staff generating hazardous chemical wastes will follow the procedure for waste container labeling and operation of the Satellite Accumulation Areas in their laboratory.
- The laboratory fume hood will be used for all chemical operations involving hazardous gases, liquids and procedures that generate aerosols of hazardous chemicals that could result in an inhalation exposure to the laboratory staff.
- The laboratory fume hood, unless specifically designated for only such use, will NOT be used for the storage of hazardous chemicals or wastes.
- The laboratory staff will know how to use the eyewash and safety shower to flush all hazardous materials from eyes and skin and prevent injury and disease.
- All laboratory staff will participate in various safety and environmental inspections and audits including a complete annual chemical inventory in order to assist Tufts University to comply with several safety and environmental regulations and to ensure a safe laboratory.

#### **OFFICES / ADMINISTRATION**

- The office layout incorporates a high level of flexibility. Systems furniture allows reconfiguration and reuse. A furniture standard will be developed to guide furniture planning.
- Every enclosed office will be designed to be multipurpose and can accommodate single occupancy, double occupancy or multiple computational workstations.
- Centralized service amenities will be located on each floor of Robinson and in every lab neighborhood in the SEC (e.g., copy/print stations, coat storage and waste & recycling stations).

- The quantity of land lines will be minimized where possible.
- Shared offices will be provided to accommodate, for example, part time faculty, professors of the practice, emeritus faculty, post docs, etc.

## **SHARED SPACES**

- This project, like other new major buildings on campus, has a goal to maximize the amount of shared resources for the Tufts community and to minimize the amount of dedicated space.
- The ground floor café with indoor seating and southwestern facing terrace with outdoor seating will be available to the entire Tufts community. These open spaces will accommodate multiple functions including, for example, catered dinners and poster sessions.
- Central kitchenettes overlooking the atrium on the first and second will accommodate building occupants.
- Building “living rooms” are located adjacent to the central kitchens and will serve as the connection between the Phase I and Phase II lab neighborhoods.
- Meeting rooms in the renovated Robinson Hall and the new construction will be shared across all building occupants and will be available for use by the rest of the Tufts community.
- Huddle rooms on each floor are provided for private conversations or quick unscheduled discussions among 2-4 people.
- Building support spaces include a lactation room, showers, a loading dock, and storage space.