POLICY:
Applies to: Plant Operations (Plant Ops) Conference Room Users
Issued: October 5, 2011
Revised: February 2012; November 2013; June 2014

PURPOSE:
To establish guidelines for proper use of General Services Building (GEN - #585) conference rooms and training rooms/labs assigned to and/or utilized by Plant Operations staff, as well as to set conference room standard practices and etiquettes.

GUIDELINES:
Plant Ops leadership welcomes all staff within the organization to use the available conference and training room / lab rooms for meetings and training functions.

1.0 Conference Room and Training Labs

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Details</th>
<th>Outlook Address</th>
<th>Administrators</th>
</tr>
</thead>
</table>
| GEN 122D Conference Room | • Occupancy – Minimum 3 / Maximum 15  
• Conference Call  
• White Board  
• Computer/Large Monitor | GEN 122D Conference Room – gsb122d@Central.UH.EDU | Lisa Bourque (3-5557) |
| GEN 183E Conference Room – assigned to Business Services | • Occupancy -- Minimum 4 / 8  
• Computer/Large Monitor  
• White Board | GEN 183E Conference Room – gsb201@Central.UH.EDU | Kim Barras (3-5943) / Ruth Hulett (3-3788) |
| GEN 201 Conference Room | • Occupancy – Minimum 1 / Maximum 30  
• Conference Call  
• White Board  
• Computer/Large Monitor | GEN 201 Conference Room – gsb201@Central.UH.EDU | Kim Barras (3-5943) / Ruth Hulett (3-3788) |
| GEN 203 Conference Room | • Occupancy -- Minimum 2 / Maximum 5  
• Conference Call (Max 4 ppl. in call)  
• White Board  
• Computer/Large Monitor | GEN 203 Conference Room – gsb203@Central.UH.EDU | Kim Barras (3-5943) / Ruth Hulett (3-3788) |
| GEN 239 Conference Room | • Occupancy -- Maximum 14  
• Computer/Large Monitor  
• Conference Call | GEN 239 Conference Room – gsb239@Central.UH.EDU | Kim Barras (3-5943) / Ruth Hulett (3-3788) |
| GEN 268A Conference Room | • Occupancy -- Minimum 4 / Maximum 10  
• Monitor only (laptop required)  
• Conference Call | GEN 268A Conference Room -- gsb268a@Central.UH.EDU | Lisa Bourque (3-5557) |
| GEN 268 - PC Training Lab / Conference Room | • Occupancy -- for use as a PC Training Lab, Maximum 36 ppl. / Computer stations  
• Occupancy -- for use as a Meeting Room, Minimum 10 / Maximum 46  
• White Board  
• Computer/Projector  
• Training Set Up | GEN 268 Conference Room/Lab -- GSB268CCTSConfRoom@Central.UH.EDU | Lisa Bourque (3-5557) |
1.1 If a meeting is scheduled beyond the noted capacity of the room, the Conference Room Administrator will automatically decline the meeting request. It will be the responsibility of the meeting organizer to reschedule meeting in a room that accommodates attendance size.

1.2 Utilizing additional chairs from other conference rooms or staff offices should be prohibited.

2.0 Scheduling a Conference Room

2.1 Outlook

Each conference room is listed in the UH Outlook address book (refer to Table 1.0 above) and must be included in the meeting invitation.

2.2 Conference Room Administrators

It is the responsibility of the meeting organizer to make sure the appropriate room administrator has sent an acceptance or decline response (refer to Table 1.0 above).

3.0 GEN 268 - PC Lab / Conference Room

3.1 Access

Card reader access has been granted to all Plant Ops and EHLS/RM employees. Access to the lab/conference room is only possible through card reader by swiping a Cougar Card. If you forget your Cougar Card (badge), then you must return to your office or place of location where you last left your Cougar Card and return with it in order to gain access to the room. The Lock Shop will not be available to grant access to GEN268 and requests for their assistance should be avoided.

3.2 Hours of Operations

The lab will only be available Tuesday and Wednesday of each week -- the remaining three days will be used as a meeting/training room as follows:

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Room Type</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Conference/Training</td>
<td>7:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Tuesday &amp; Wednesday</td>
<td>PC Lab</td>
<td>6:00 am – 12:00 am</td>
</tr>
<tr>
<td>Thursday &amp; Friday</td>
<td>Conference/Training</td>
<td>7:00 am – 6:00 pm</td>
</tr>
</tbody>
</table>

Any conference or training room meeting invitations received by the Conference Room Administrator on either Tuesday or Wednesday will automatically be declined. Exceptions to this rule will not be granted. Please schedule meetings accordingly. Internal Plant Ops meetings will take precedence over external meetings.

3.3 How to set up Meetings/Trainings

a. If assistance by the Plant Operations Instruction Technology (POIT) department is needed, please submit a Work Request at least 24 hour prior to the scheduled meeting time. You may submit your Work Request:

1. Online by logging on to https://accessuh.uh.edu/login.php and selecting the FAMIS Work Order System icon
2. By calling the Facilities Service Center (3-4948)
3. Emailing csc@central.uh.edu

b. If assistance is needed to install new software or license for training purposes, a POIT Work Request is required at least 7-10 days before scheduled meeting.
3.4 Restrictions

- No food or drinks are allowed in GEN268 at any time.
- Cougar card will be required for access.
- Lock Shop will not be available for assistance in granting access.
- PC Lab will only be available on Tuesday and Wednesday of each week.
- Conference/Training Room will only be available on Monday, Thursday and Friday of each week.

4.0 Conference Room Etiquette

4.1 Self Service

The meeting organizer is responsible for:
- Making sure the meeting is on the calendar for applicable conference room
- Only using the allotted time scheduled for set meeting
- Changing the sign status - "Meeting in Progress" or "Available"
- Avoid exceeding the maximum seating capacity
- If additional seat(s) are borrowed, making sure to return to their original location/placement
- Ensuring conference room is returned to its original state
- Computer log off and monitor/TV is turned off
- Closing the door when meeting is in progress as noise and/or conversations could be interruptive to nearby staff offices.

4.2 Meeting Time

a. When scheduling a meeting, please schedule enough time to avoid meeting overrun. If your meeting extends beyond the allotted time and another meeting is scheduled to begin; then the organizer must adjourn the meeting or find another room to complete the meeting extension. Daily meeting schedules are posted on the door of each conference room. Those meetings listed on the calendar will have priority over any impromptu meeting.

b. These conference rooms are for the use of Plant Ops employees and take priority over outside meeting organizers. Plant Ops reserves the right to cancel other meetings scheduled by other UH departments/divisions.

5.0 Conference Room Maintenance

5.1 General Cleanliness

The meeting organizer will be responsible for ensuring the conference room is cleaned of any trash, food or drinks used during the meeting. White boards should be erased and cleaned to be ready for the next user. Any remaining handouts, agendas, etc. will need to be removed from the room and either recycled or saved in meeting file.

5.2 Reporting

If an item is found to be broken or nonfunctioning; it will be the responsibility of the meeting organizer or the Conference Room Administrator to report. Any repairs or clean-ups necessary should be reported to the Facilities Service Center by submitting a work request.

5.3 Lost and Found

All items found or items lost within a conference room should be turned in or reported to the assigned Conference Room Administrator.

6.0 IT Resources
Guidelines for Conference Room and Training Lab Usage and Etiquette

All existing federal and state laws and university regulations and policies apply to the use of computing and instructional resources for all users. All users must comply with MAPP 10.03.01 “Computer User Responsibilities” [http://www.uh.edu/mapp/10/100301.pdf]. In addition to adhering to the policy stated in MAPP 10.03.01, users must also follow these additional guidelines:

6.1 Computer Usage

- Do not eat or drink near a computer or while utilizing.
- Do not push the on and off switch on the computer (applies to GEN268 only).
- Do not touch the monitor screens.
- Do not remove any equipment from conference rooms.
- Do not download or install software, games, or chat programs onto any computers within each conference room.
- Do not look at disruptive or inappropriate web sites while utilizing computers.
- Place your items (purses, coats, briefcases, etc) under the chairs to keep the aisles clear for walking.
- Use your Cougarnet account and password when logging into the computer.
- Log off your computer, push in your chair and make sure the area is neat for the next patron when leaving the room.
- Save documents to Flash media, CD/DVD-ROM. The computers are cleared every night and the work that might be important to you will be lost.
- Report all computer malfunctions to the Facilities Service Center (3-4948) immediately so that the problem can be resolved.
- Respect users who want to be in a quiet environment free of interruptions.
- Improper use of the computing resources in the lab or conference rooms will result in disciplinary actions by the University and loss of computing privileges.
- To request software installation for instruction or training

  - Submit work request to Facilities Service Center (3-4948).
  - Provide IT with software and license.
  - Allow 7-10 days for installation and configuration of software.

6.2 Responsibility for Equipment

Staff and Instructors are responsible for taking reasonable safety precautions in regard to Plant Operation lab computer equipment. They will be held responsible for damage to such equipment arising out of their negligence. While IT is responsible for monitoring the use of computer systems, it is also the responsibility of all individuals in Plant Operations to encourage their colleagues to use the lab computers appropriately. This is the only way that the integrity and availability of these systems can be ensured for everyone. Each staff member is responsible for protecting the passwords used in the lab. Individual responsibility includes respecting the rights of other users. Everyone is urged to report unauthorized use of computers and networks to the supervisors.