

Board of Governors - Mandate Definition

General mandate information:

Title	EUS Storage Space Reorganization
Category <i>E.g. Space, Finance, Legal, etc.</i>	Space
Start date	July 2020
Expected completion date	May 2021
Lead Board member	Brenda Shen

Context:

Storage space has always been a major issue for all EUS groups. While most EUS groups have designated spaces, it's clear by entering these areas (ie: Clubs Hub, Common Room Storage Room) that there is very little organization and clarity within these spaces. Not only are these spaces disorganized, but also have been accumulating items that often go unused and untouched. These spaces need to be reorganized, with unused materials being removed, and more clearly defined in terms of which groups have access to which areas. Through working closely with EUS groups, a clear understanding of exact storage needs (both present and future) must be established to make the most efficient space. While previous organization attempts have created short-term changes, these spaces almost always revert back to disorganization. In addition to this, many EUS groups lost track of their existing inventory during annual turnovers leading to an accumulation of items in storage stages. These are important issues that must also be addressed. An additional aspect to this mandate would be looking into potentially create new spaces for the purpose of storage of large items only used seasonally. While it is unclear if there are available spaces to create storage, a formal investigation should be conducted to determine the possibility of renovation.

Description of mandate:

This mandate focuses on reorganizing and restructuring the current EUS group storage options as they are widely unorganized and the current structure in which these spaces are used are quite inefficient. I plan to firstly identify all the key regions of storage and to determine the organization and structure within each of these areas. These spaces include Infosys, Clubs Hub, the Common Room Storage Room and McConnell Basement lockers. Several other spaces are currently being used for storage overflow (ie: G-Store Storage Room), so taking in to account these areas will also be important. An inventory of each item along with the ownership of said items should also be completed to understand the current utilization of the space and general storage needs of EUS groups.

Once a solid understanding of the current storage room space practices is established, the

next phase would be to communicate with all EUS groups to determine their storage needs. This would include reaching out to clubs, design teams, the EUS executive team and even departmental societies to determine their current and near-future storage needs and any feedback to the current system. It would be ideal to determine for each group, the number and general size of items, the duration of storage (long-term vs. short-term), level of security and care as well as several other key characteristics will be used to categorize the storage needs of each group. This information will be utilized for a restructuring of the existing spaces. Once this plan has been made and approved, the final phase would involve cleaning out and reorganizing these spaces. Each storage area would be completely emptied, in which EUS groups would be required to sort through existing goods to be kept or thrown away. Then a reorganization would occur with clear identification (storage room map, labels, etc) such that EUS groups can easily identify their storage regions.

Finally, this mandate also intends to ensure that, after the initial organization, EUS storage spaces continued to be maintained and kept organized. Potentially implementing monthly inspection of EUS storage spaces may be beneficial and could even fall under existing positions, such as Clubs Director or EUS Space Managers. EUS groups also tend to lose track of inventory during annual turnover which could be addressed through mandatory semesterly inventories/storage space clean-outs. This mandate will explore these, and several options, to evaluate the most deal method.

While the reorganization of these spaces is happening, it would be useful to also explore additional storage spaces that could be renovated or repurposed for EUS groups. As this aspect of the mandate is highly contingent on the availability of spaces, a detailed look into potential unused areas will be conducted. A potential area of interest would be under the staircase leading to McConnell Basement; however, the feasibility of this remains undetermined. If a viable space is identified, this would require potential renovations and a proposal will be created to gain approval.

Goals/Deliverables

Main Deliverables:

- More efficient use of EUS storage spaces through the reorganization and restructure based on needs of EUS groups.
- Establish long-term organization and ways to keep groups accountable for the organization and cleanliness of EUS storage spaces

Additional Deliverables (if possible):

- Create new areas of storage for EUS groups.

Milestones/Timeline

	Milestone	Due Date
1	Current Storage Space Debrief	September 1 2020

2	Consultation with EUS Groups	November 1 2020
3	Draft New Organization, Structure & Maintenance Proposal	December 1 2020
4	Begin Storage Space Clean-Up & Reorganization	February 1 2021
5	Storage Space Transformation Complete	March 1 2021
6	Employ Long-Term Maintenance Strategies	

For Additional Storage:

	Milestone	Due Date
1	Identify Potential New Storage Areas	October 1 2020
2	Consultation with EUS Groups	November 1 2020
3	Identify Costs (if any) for Renovation/Conversion + Report	December 1 2020
4	Begin Renovation	January 1 2021
5	New Storage Spaces Complete	February 1 2021

Team Information

	Team member name	Role	Responsibilities
1	Brenda Shen	Team Lead	
2			