

80 Carolina Shared Faculty Space - Operations Guide

Last updated: 02/02/2018

Location, Access & Security

The space is located on the ground floor of 80 Carolina and is accessed directly from the outside. The exterior entrance is located by the southeast corner of the building and faces Carolina St.

An access control reader is located at the exterior entrance door for the faculty workspace (faculty only). Per CCA policy, faculty must wear CCA badges at all times while on campus. Faculty should use their own badge to access the space.

Once inside the space there is a short hallway flanked by two meeting rooms. At the end of the hallway is another door with an access control reader that is also opened using your CCA faculty badge. Students are allowed in the first portion of the space to attend meetings with faculty in the two meeting rooms. Students are never permitted through the second access door as this is strictly, faculty-only space. Staff members may enter the faculty space as required to complete their job duties.

CCA is not assigning a public safety post to the facility. There will be a regular tour of the facility by a patrol officer during the day. If you see someone that doesn't belong in the facility, please contact the Public Safety Desk (415-726-2061) to request assistance.

Exterior alarms and motion sensors are set per Public Safety schedule which is currently 11:00pm - 6:00am, Monday - Friday, and 24 hours a day on weekends and observed holidays. Any use of the facility after alarms are set must be approved **in advance** by the applicable Dean or Director of Academic Administration. Once approved, the Public Safety Desk at Hooper (415-726-2061) will provide access when requested.

Closed Circuit Television (CCTV) Cameras are located at all exterior doors and monitored by Public Safety staff.

Valuables should not be left in the facility and must be taken home. Please make sure to always carry your CCA badge when you are on campus.

Meeting rooms

The two meetings rooms at the front of the space *will be* reservable through VEMS here:

<https://virtualems.cca.edu> in the near future. In the meantime the meeting rooms are available on a first-come, first-served basis. Please follow the time limits listed below.

For information on using VEMS, please refer to the self-help documents here:

<https://www.cca.edu/about/administration/ems>

- In the interest of making these rooms as available as possible for meetings, they should not be used for individual work or for holding classes.
- Reservations should be kept to 60 minutes or less for the smaller room and 120 minutes or less for the larger room.

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- If one of the meeting rooms is empty and not reserved in VEMS, it is available for drop-in use on a first-come, first-served basis. However, since someone could reserve the space while you are in it, it is always advised to make a reservation in VEMS once you have “dropped-in” to the space.
- Drop-in use should be kept to the same time constraints as reservations: 60 minute or less for the smaller room and 120 minutes or less for the larger room.
- Please be courteous to others and end any scheduled meetings on time and return the room to a clean and organized state upon leaving.
- Please cancel any reservations that you will not use so that others can use the space.
- Food is acceptable in the meeting room spaces, but all users are expected to remove any food or materials from their meeting and fully restore the rooms to their base setup condition.

Lockers

The lockers in the rear of the space are for day-use only and should be left empty and unlocked at end of each day. We will provide more information about the lockers once they are installed and ready for use.

Locking Cabinets

The locking cabinets are available to tenured and tenure-track faculty who have been swung out of office space in this time of campus transition and construction. This is on a limited basis for storing instructional materials.

Kitchen Services: water filtration, on-demand hot water, refrigerator, dishwasher

To avoid pest issues, food is not to be stored except in the refrigerator or in a pre-approved location by Facilities. Please clean up after yourself when consuming food to avoid attracting pests. Dishes are provided in the kitchen and faculty are expected to clean up after every use. Dishwashing supplies are not maintained by the facilities department and are therefore the joint responsibility of kitchen users. Refrigerators located in faculty and staff kitchens are cleaned twice a year, during the holiday break and again in the summer. Ongoing cleanup is the shared responsibility of those using the kitchen.

Temp control: Indoor temperature ranges are 68° F - 72° F during the heating season and 74° F - 78° F during the cooling season. Occupants who have access to a thermostat in their work location will follow these settings.

Pest Control: Services are provided every other month, and targeted areas include kitchens or approved food storage locations.

Landscaping: Monthly Service on a Saturday morning for landscaping in the planter boxes around the parking lot.

Custodial: Bathrooms and central waste/recycling/compost locations are maintained during the workweek; floors are either vacuumed or cleaned twice a week.

Parking Lot: Please refer to [on-campus parking](#).

Repair, Service and Support

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If the physical space, furniture or fixtures needs repair, service or other attention from Facilities, please complete a [Facilities Service Request Form](#). Also, we respectfully request that you please not introduce new office furniture into the work environment.

If you need assistance or service for any of the technology in the space, please contact ETS and open a ticket via one of the following methods:

- [Submit a ticket online](#)
- Email helpdesk@cca.edu from your CCA email account
- Phone 510.594.5010 (or 5010 from any CCA desk-phone)