SEMTE SCHOOL FOR ENGINEERING OF MATTER, TRANSPORT & ENERGY	**Revision #**	1.0
	Implementation Date	3/1/2016
	Last Reviewed/Update Date	3/1/2016
	Guideline Owner	**IT Manager**
TA Space ERC 452 Procedure	**Department**	**Information Technology and Building Services**

1. Purpose

This procedure outlines the request and use guidelines for the TA shared space in ERC 452

2. Scope

This procedure affects anyone requesting access and use of this space

3. Definition of Space

This is a shared space with shared office hours. Multiple people may be in the room at once.

4. Expectations of Use

The following expectations govern the use of the room

1. Maximum of 3 TA's to use the room at any given time
2. Room must be kept clean and organized
3. Noise must be kept to a minimum as to not disrupt others in the space
4. No expectation of privacy
5. Remove all belongings when you are finished
6. Lights must be turned off by last person leaving the room
7. The door code will not be shared with anyone
8. Report any facilities problems to SEMTE.facilities@asu.edu , 480-727-9313 or SEMTE.frontdesk@asu.edu , 480-965-9710

5. Reserving

Access to this space requires the following

1. Reserve Space by at the following link
   http://links.asu.edu/SEMTE_Room_Reservation

6. Equipment in Room

1. Whiteboards – (1) 4x8 and (4) 3x4 whiteboards
2. Tables and Chairs
3. trash and recycle cans
4. 2 data ports and WIFI

7.   Definitions

TA –Teaching Assistant

SEMTE – School for Engineering of Matter, Transport & Energy

ERC 452 TA Shared Space