



NORTHWESTERN
UNIVERSITY
IN QATAR

Responsible Official: Director of Facilities Management
Responsible Office: Facilities Management
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NU-Q Building Occupancy Policy

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Policy Statement

Northwestern University in Qatar (NU-Q) is committed to providing facilities for the University’s internal constituents, which include students, faculty, and staff in fulfilling the University’s mission of teaching, research, and public service. Activities not directly or indirectly contributing to the goals of NU-Q, Northwestern University (NU), the Qatar Foundation (QF), or which materially diminish these goals may not be conducted in these facilities. Other sponsored activities of University groups, or activities through rental of the facility to external groups according to the [NU-Q Use of Facilities and Reservations Policy](#) must be conducted in accordance with these goals.

Reason for Policy

The NU-Q Building Occupancy Policy (“Policy”) outlines the requirements, procedures, and guidance to ensure that the facilities are utilized appropriately, effectively, and efficiently and that the building and all the fixtures, furniture, and equipment within it are protected, maintained, and cared for.

Who Approved This Policy and/or Procedure

NU-Q Dean and CEO

Who Needs to Know This Policy and/or Procedure

Faculty, staff, students, alumni, visitors, and those who are approved to access and use the facilities of NU-Q including the building facilities, furniture, fixture, and equipment

Contacts

NU-Q Director of Facilities Management - Tel: 4454 5223 and email: RayC@northwestern.edu

Definitions

- | | | |
|------------|---|---|
| Facilities | - | all offices, conference rooms, classrooms, editing suites, studios, event spaces, exterior and interior common areas, and all other spaces which are considered to be within the building parameter |
| Occupants | - | NU-Q faculty, staff, students, visitors, and approved users of NU-Q building facilities |

Policy/Procedures

I. A Safe Workplace

Commonsense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety in offices. Occupants should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

Although most of the spaces in and around NU-Q building may appear to be relatively non-hazardous, they can become the scenes of accidents and mishaps. Such accidents and mishaps are avoidable if the specific recommendations and guidelines noted below are adhered to by all occupants.

Faculty & staff are responsible for maintaining a neat office work area where it is relatively free of clutter and meets fire & safety access and occupancy requirements.

NU-Q Facilities Management (FM) has the right to conduct office/work area and fire/safety inspections and, if necessary, require the cleanup or removal of office items based on the Policy and/or if they are deemed to be in violation of fire safety code.

Any unsafe conditions, e.g. faulty elevators, faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment (particularly defective gas fires), poor lighting, damaged floor

coverings, slip-and-trip hazards, unsafe furniture, etc., should be reported immediately to NU-Q FM so that remedial action can be taken..

General office and common areas safety

- Materials should not be stacked on the floor where people may fall over them
- Filing cabinets can often cause injuries and should be positioned such as to prevent people coming into contact with sharp edges, corners, etc.
- Lower drawers of cabinets should be sufficiently loaded to prevent toppling when an upper drawer is opened, and drawers should be closed immediately after use
- Care must be taken, when lifting and carrying, not to attempt too heavy a load and not to carry a load, which obscures forward vision
- Tables and chairs, especially revolving chairs, should never be used to gain access to high shelving. If access above head height is required, a proper set of steps or a library stool should be used.
- Shelves should not be overloaded, especially above head height
- Keep all emergency exits, stairs and walkways clear of any obstruction. Boxes or other items are not to be kept in corridors, offices, pantries, or emergency exits.
- Trailing leads or cables across gangways can create trip or electrical hazards. If cables cannot be secured without creating a hazard, please contact the NU-Q FM
- No equipment may be used if the cable, plug or socket is damaged. Any defects should be reported immediately to NU-Q FM.
- No personal portable electrical equipment should be used without prior approval from NU-Q FM
- Equipment should be switched off when not in use for long periods or outside normal working hours unless they are meant to be continuously in operation
- The storage of empty cardboard boxes should be kept to an absolute minimum. Do not leave loose papers lying around.
- Filing cabinets should be loaded from the bottom up to maintain stability. Never leave more than one drawer out. Close drawers when not in use as the corners are sharp and unpleasant to walk into.
- If you have a disabled visitor, please ensure that suitable arrangements have been made to facilitate their safe evacuation in an emergency

II. Fire Hazards

Fire is a major potential hazard and due care must be taken to prevent the outbreak of fire. Flammable liquids, when required, should only be kept in small quantities, properly stored and labeled, and must never be brought near a source of ignition. Solutions commonly used in offices, print rooms etc., should never be used in confined spaces without adequate ventilation. Large quantities of waste paper, boxes, and other flammable materials, should not be allowed to accumulate, particularly in fire exit routes. The use of candles and the burning of incense including the use of bakhur is forbidden.

III. Electrical Hazards

The potential risks associated with electrical equipment being operated in the offices and other building facilities should be considered. Electrical circuits should not be overloaded by the use of adaptors to serve a number of appliances. Built-in power and data points should be used in the building while restricting the use of extension cords which lead to extra usage, load and power trip,

ending up as a safety hazard. Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Appliances should be switched off and unplugged after use and at night except for equipment which is designed to run continuously.

IV. Physical Hazards

Physical hazards may be presented by some office machinery and equipment. All safeguards on guillotines, copiers, printing and other powered machinery, such as paper shredders, must be kept in place at all times when the equipment is in use. Great care should be taken to prevent long hair, ties, and loose clothing becoming entangled in the moving parts of such machinery. Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard.

V. Other Policies

1. Appliances

NU-Q building is equipped with all the required and necessary services. Therefore, bringing additional equipment, e.g., personal coffee machines, microwaves, refrigerators, heaters, etc., are strictly prohibited.

2. Building Access

To enhance security in the NU-Q buildings, access to the building is limited and controlled by the use and function of identification cards issued to all faculty, staff, students, contractors, outside vendors, as well as approved visitors.

Normal business hours are defined to be between 6 a.m. and 6 p.m. Sunday through Thursday. Anyone wishing to enter the NU-Q building after hours and on weekends must show their appropriate NU-Q identification cards or register as a guest.

NU-Q Students

NU-Q student entering the building after hours must show his/her NU-Q ID card to enter the building. If the student does not have his/her NU-Q ID, entrance will not be permitted.

NU-Q Visitors (including Parents of Students)

After hours' visitors must register and be signed in by an NU-Q student, faculty or staff member.

NU-Q student, faculty and staff can register a maximum of 2 guests at the security reception desk (North & South Entrance) and must accompany their guest(s) in the building at all times. Visitor will be required to provide a valid picture ID, which is to be left at the reception desk during the visit.

Entrance will not be permitted to ANY visitor NOT accompanied by an NU-Q student, faculty or staff member.

NU-Q Alumni

NU-Q alumni are always welcome in the building. If the alumni arrives after hours, be prepared to show the NU-Q Alumni card and valid picture ID.

3. Decorations and Modifications

Office space is a resource assigned to faculty and staff to fulfill their responsibilities as employees of NU-Q. NU-Q encourages faculty and staff to personalize workstations/office space to create a comfortable work environment. It is, however, the expectation that the faculty and staff members will adhere to the guideline related to office decorations and modifications as described in this Policy. Please keep in mind that personalization of your office/desk should take into account those working around you or those visiting your office/desk to ensure the appearance, effectiveness, and safety of the space is not compromised. Generally, less is better when it comes to office and décor. Use discretion when displaying personal items such as family photos and mementos so as not to overdo, clutter, and/or obstruct your work area.

The following are **not permitted** to be performed in/to the office:

- Paint or make structural changes or alter the assigned office space
- Remove blinds from windows or doors
- Hang fabric, curtains, or furniture from the ceiling
- Display racy photos/figurines, political images, images that may offend your colleagues, students, visitors, and local culture
- Block the glass surfaces, e.g., windows, partitions, door panels, etc., using papers, curtains or other items
- Affix papers to the outside of the door
- Use candles or open-flame devices for decorations
- Place larger trees in the offices or work areas although personal small plants which can be placed on the desks are allowed. Maintenance and caring of personal plants are the responsibility of the owners

Any modifications or decorations for the purpose of a celebration or event shall be temporary for the duration of the event only and shall not impact the original building in any manner. This includes banners, signage, furniture and other installations.

4. Food Consumption

Eating and snacking is permitted within reasonable limits in the offices and conference rooms to help make the workday a more pleasant experience. Occupants should use designated dining or lounge areas for meal consumption. Pantries, dining rooms, and lounges must be kept clean and tidy at all times.

5. Furniture

The interior decoration of the NU-Q building, including furniture and fixture in the individual offices, workstations, and common areas, was designed and approved by the architect and QF Capital Projects Directorate. Occupants are not permitted to alter, remove, or substitute furniture and equipment provided in their offices or workstations. Additionally, the occupants cannot augment provided office furniture with daybeds, futons, and/or sofas.

6. Hazardous Materials

If hazardous substances e.g. solvents or solvent-based glues, etc., are to be used within the NU-Q facilities, please inform the Health Safety Security and Environment Office such that a COSHH risk assessment can be carried out.

7. Identification Card

Occupants must wear their NU-Q issued identification cards and be visible at all times while in the NU-Q building and within Education City. The ID is issued by NU-Q FM upon the start of employment for faculty and staff and upon enrollment for students. Loss or stolen card should be reported to NU-Q FM for faculty and staff and to Student Affairs for students.

8. Parking and Motor Vehicles

Parking spaces in the basement of the NU-Q building are reserved for faculty and staff only. Students and visitors can park in the Qatar Faculty of Islamic Studies surface parking lot. Requests for assistance with VIP parking or disabled visitors should be sent to NU-Q FM. NU-Q faculty, staff, and students driving and parking vehicles within Education City are required to obtain and display the Vehicle Access Tag issued by the Qatar Foundation. Faculty and staff should contact the Human Resources for information on how to obtain the tag. Students should contact the Student Affairs Office for application.

9. Pets

Animals, including fish, are not permitted in the NU-Q building. Animals providing assistance to handicapped or disabled persons are the only acceptable exception.

10. Poster and Flyers

Posters, advertisements, announcements, and other flyers to be displayed in any public areas in or around NU-Q building must be approved by Student Affairs Office for student-related items and NU-Q FM for other items. Distribution of flyers or solicitation within NU-Q building, without prior approval from NU-Q FM or Student Affairs Office is prohibited.

11. Skates, Skateboards, etc.

The use of skates, skateboards, hoverboards, and other wheeled recreational vehicles is prohibited inside the NU-Q building

12. Smoking

NU-Q building, as with other Education City buildings, are smoke-free facilities. Smoking is not permitted anywhere inside or outside the building except for designated smoking areas. See [NU-Q Smoking Policy](#).

13. Trash and Recycling

Occupants have the obligation to keep NU-Q building tidy, clean, and in good condition. Trash bins have been provided in the offices, workstations, common areas, and throughout the building. Specially designed recycling bins are located throughout the NU-Q building to collect paper, glass, plastic, and cans. Please do ensure that you use the appropriate bins for recycling and waste.

14. Visitor

Visitors to NU-Q need to check in with the security guard at the entrance of the building before gaining access to the building. Visitors will be required to provide a form of photo ID and swap for an NU-Q visitor ID, and sign in the visitor's log.

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A

History/Revision Dates

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