



**1.0 PURPOSE**

- i. Storage space Usage guidelines aims to maximize the functionality of space for the School of Built Environment.
- ii. The academic and administrative staff use the space for the following reasons:
  - a) Storing confidential information
  - b) Storing organized administrative records and files
  - c) Storing students’ assignments eg. Student work, Dissertation Report
  - d) Storing Materials for Student work
  - e) Storing the equipment for the space usage

**2.0 AUTHORIZATION**

- i. The available spaces and their designated person in charge, PIC are listed as follows:

No	Storage Space	PIC	Main Function (Priority)
1.	Filing Room	School Admin	Confidential records & documentations
2.	Workshop	Lab Technician	Workshop equipment
3.	Model Making	Lab Technician	Model Making equipment
4.	Archive	Lab Technician	Student assignment/Work
5.	Gallery	Lab Technician	Display Student Work
6.	Environmental Lab and Resource Room	Lab Technician	Materials for educational references and equipment
7.	Technician Room	Lab Technician	Office equipment, general filing and documentation
8.	School Admin Room	School Admin	Office equipment, general filing and documentation
9.	Printing Room	Lab Technician	Equipment
10.	Computer Lab	Lab Technician	Equipment
11.	Photography Studio	Lab Technician	Equipment

- ii. The following forms are created for the management of the allocated space

No	Reference Listing	Logbook	Require action by:
1.	UTS-SBE-P01-SSIL	Storage Space Inventory Log	Lab technician
2.	UTS-SBE-P01 SSUL	Storage Space Usage Log	Lab Technician and person in charge
3.	UTS-SBE P01-SSML	Storage Space Movement Log	Person in Charge