FACILITIES, RESOURCE, AND SPACE UTLIZATION

Facilities

1. Scheduling:

    a) All conference rooms and foyers in the School of Nursing are open in accordance with the University scheduling procedures and can be scheduled by the department admin staff.   In the event that a conference room is locked, please contact Office Faculty Excellence. School of Nursing classes are scheduled through the Office of Academic Affairs. If a scheduled classroom is locked UTPD will need to be contacted.

Room Reservations

CONFERENCE ROOMS/SPACE AVAILABLE:

Conf Room/Space	Features	Seating Capacity	Special Notes
2.200 - Dean's Conference room	60-inch full video conference capability, speaker phone and electronic white board	16	Please contact the Assistant to the Dean to request time in this room. The Dean's office will have priority.
2.220 – Alternate Dean's Conference room	80-inch full video teleconference capability, high clarity duo microphone Cisco speaker phone and HD wide angle camera with embedded micro phones, and a glass board.	16	
2.302	80-inch full video teleconference capability, high clarity duo microphone Cisco speaker phone and HD wide angle camera with embedded micro phones, and a glass board.	16	
2.350	80-inch full video teleconference capability, high clarity duo microphone, standard office phone with speaker option, and a glass board.	18	
2.652	60-inch TV with upgraded CPU (EPIC), standard office phone with speaker options, camera, and microphone.	7	
Small Galleria	No equipment	32	
Large Galleria	No equipment	32	
Foyer in Front of the Fountain	No Equipment		Please ensure Admissions and Student Success are notified
1.107 Student Lounge	No Equipment		Please ensure Admissions and Student Success are notified

READ CAREFULLY BEFORE SCHEDULING A ROOM

1. Enter your reservation on the "Nursing Dean's Resources" outlook calendar. Using the following format as an example. Always enter the room number in the Subject line

> Subject line: ROOM 2.350 – Faculty Candidate Presentation, Name of Candidate
> Location: 2.350 – Contact (who ever made this request at 7-XXXX with any questions)

2. The person entering a reservation is responsible for the reservation. If the reservation is no longer needed it should be removed from the calendar.

3. The person entering the reservation is responsible for informing the requestor of the room's seating capacity (and adjusted seat per social distancing guideline), IT capability and will need to make arrangements to unlock the room. We want to make sure requestors have an accurate information if they are requesting the room to support a webinar or other video need. There are no emergencies for failing to plan.

4. Reservations entered on the shared calendar always have priority over walk-ins.

5. If food/beverages are served in the room, galleria, or foyer the requestor needs to make sure it is cleaned up before the next meeting or at the end of the event as Facilities does not clean up after a catered event. If furniture is moved in support of the event, the requestor is responsible to put it back at the end the event. Facilities does not move furniture without a work order.

6. Please do not delete or move another reservation.

The University Scheduling office is responsible for the scheduling of all academic and non-academic events of the HSC. Included in this responsibility is the scheduling of rooms for all academic courses of the five schools comprising the HSC, and all non-curricular events sponsored or hosted by university departments. Additionally, University Scheduling also publishes a variety of calendars to inform students, faculty, and staff of locations for classes and events, including those scheduled on all HSC campuses in South Texas.

Registered student, faculty, and staff organizations may reserve facilities for authorized meetings, study-group workshops, lectures, receptions, and other events through University Scheduling. Available facilities include a wide range of large and small classrooms, lecture halls, the Holly Auditorium, and several breezeways and courtyards in outdoor areas.

For additional information regarding room reservations please see
http://uthscsa.edu/fsprec/scheduling.asp

Building Work Orders

The School of Nursing relies on all employees to keep our facility safe and operational. Building concerns need to be reported as soon as possible using the "Report-A-Problem" portal using the link below.

http://uthscsa.edu/facilities/requestwork.asp

Once a "Report-A Problem" has been entered a confirmation e-mail will be sent. Forward a copy of the confirmation e-mail to the Manager of Operations.

Faculty Office Space

The Manger, Operations in conjunction with the Vice Dean for Faculty Excellence manages faculty office space. Full time faculty are designed an individual office based on space availability and academic rank. Additional space is requested through the Manager, Operations.

Faculty office allocation will be in accordance with HOP 9.1.1 on Space Management.