

Office Space, Storage and Phone Services

Personal Office Space

1. CAES residents are encouraged to project a professional image with regard to their office space, keeping in mind the high caliber of visitors who visit CAES.
2. All CAES activities operate consistently with the Leadership in Energy and Environmental Design (LEED™) energy and environmental design concepts.
 - To support these requirements, one office-based personal appliance is allowed < 1500 watts.
 - Personal refrigerators and microwaves are not permitted within CAES offices.
 - Each of the four business centers (2 per floor) includes refrigerators and microwaves. Additionally, the CAES staff lounge has a refrigerator, microwave, a commercial coffeemaker, and an ice maker.
 - Office windows shall remain unobstructed.
3. All CAES offices are furnished with new ergonomic furniture.
 - Occupants are not permitted to move additional office furniture into CAES without prior approval from the CAES Administrator.
 - Residents may request ergonomic assessments to determine if there are any special needs. If such needs are identified, residents will coordinate with the CAES Director to address their issues with their home organization.

Storage

Unused equipment and other items may not be stored in labs and personal office spaces. If storage space is needed, please contact the CAES Administrator.

Telephone Services

- INL personnel will keep their current phone numbers. If they will only have “turn around offices,” they will be assigned a new 526-XXXX number.
- ALL personnel in hard wall offices and administrators will have Federal Telecommunications Services (FTS).
- Students will initially receive local dialing privileges only.
- Students may be assigned FTS - ONLY when sponsored by a CAES Principal Investigator or member of the CAES Leadership team. Long distance phone charges from that student’s phone number - and student compliance with the FTS rules - will become the responsibility of the sponsoring organization or Principal Investigator.
- All personnel access FTS services by dialing 8-area code-numbers for long distance calls. FTS is to be used ONLY for projects funded by Federal dollars. Other long distance calling needs to be placed using personal calling cards (for personal calls), or University-provided calling cards (for university projects other than CAES-sponsored projects).

- University personnel at CAES will have 533-8XXX phone numbers in keeping with INL's structure for "research campuses phone numbers."
- ALL personnel making calls outside the INL system will dial 9-XXX-XXXX.
- ALL personnel calling inside the INL and inside CAES will dial either 6-XXXX, or 3-XXXX.
- ALL personnel can dial "zero (0)" for operator assistance. Dialing "0" will ALWAYS connect the caller with the INL Operator. If a caller requires directory assistance at one of the Idaho Universities, the INL Operator will connect the caller with the requested University Operator.
- Each project will be charged for their long-distance calls that are not made using FTS.