

## Computing Division Space inventory and needs 2/27/07

CD people occupy space on 7 floors of Wilson hall (including the LPC on WH11), 3 floors of FCC, Experiment areas owned by PPD and CERN.

For 10 years now the total space has been insufficient to accommodate the approximately 280 employees + visitors without putting multiple people (3 or more) in some offices in FCC, putting 2 people in many of the open bays on WH8E and making several fairly crowded cubicle areas on WH9 and FCC2.

### Principles of office allocation

1. People should be provided the office (and lab) space they need to effectively do their work in a reasonably quiet and productive environment whether they are scientists, engineers, computer professionals, technicians or administrative staff.
2. People should sit near to the stakeholders and colleagues they need to work closely with as far as possible. Sometimes this means creating a few “shared seats” for people to use part of the time – to improve communication.
3. People who have line management responsibility (especially for larger groups or departments) should, where possible, be given private enclosed offices.
4. When allocating space priority should be given to people and groups who have been overcrowded for a long time.
5. Seniority, and therefore priority in office allocations (after above principles met), is estimated based on a person’s total contribution and value to the organization (CD and the lab)
6. Divisions (who own and manage space) are all short of space and often need to move people and trade space in order to gather the right people together to further all of the important programs of the lab. A division (or center) should not grab space previously owned and managed by another – an orderly and polite process of planning, trading space and accommodating should be followed.

The number of CD people who must be given a “seat” somewhere is currently 291. Their current location is shown in the table below. (Note: note this is current status, not the future plan).

Computing Division people who need a “seat” somewhere and where they are now

Count of SPACE	STATUS					
BLDG	CON	EMP	GS	LTD	VIS	Grand Total
EX/CERN	1	1				2
EX/EXPT		18		1		19
EX/LOA		1				1
EX/LPC		7				7
FCC/1	1	16			1	18
FCC/2	1	61				62
FCC/3	2	68				70
UNASSIGNED	1				1	2
WH/6/		8				8
WH/7/		22				22
WH/8/	1	33				34
WH/9/	1	36		1	1	39
WH/GF		5				5
X		1				1
THEORY		1				1
Grand Total	8	278		2	1	291

The total number of “seats” available within CD owned space (EXCLUDING ALL OF THE SEATS ON WH7W NOT CURRENTLY OCCUPIED BY CD PEOPLE) is

Count of Space	Type		
Location	Non Office	Office	Grand Total
FCC1	6	16	22
FCC2	4	63	67
FCC3	8	74	82
WH6	1	10	11
WH7	1	25	26
WH8	2	43	45
WH9	4	44	48
WHGF	1	5	6
Grand Total	27	280	307

Note: Every bay on WH8E that is not an enclosed office (except for Don Holmgren’s) has been counted as 2 potential seats in this accounting, even though not every bay currently has 2 people in it. A long term goal has been to have only 20% of the bays doubled up – not 100%.

The above space usage can also be looked at as

Count of Space	Type		
Type of space	Non Office	Office	Grand Total
behind elevator		2	2
cubicle		80	80
double occupancy		47	47
email center	1		1
FCC lobby	1		1
free half bay		8	8
half bay		16	16
lab	7	1	8
lunch room	1		1
machine shop	1		1
meeting room	8		8
multiple occupants		27	27
private		89	89
shared spaces	2	3	5
single bay		7	7
storage	6		6
Grand Total	27	280	307

From the table it can be seen that currently only 89 out of 291 people have a private enclosed office, with another 7 people having a single bay on WH8E to themselves and 16 people doubled up in a bay.

\*80 people live in cubicle space on either 9W or FCC2 or in the hallway (admins) and a few other places. These are mostly NOT spacious nice cubicles like the ones on 7W.

\*47 people live in enclosed offices in FCC – 2 to an office.

\*27 people live in offices where there are 3 or more people in the same enclosed space.

By and large we are not meeting our “principles” and a large fraction of people in CD do not have a quiet private place to work.

All of the above inventories are based on the state of offices on WH7W when I last understood them – the maps have not been updated for almost 6 months and people have moved around without any process or recording of this in our databases and space maps.

The needs for space in the immediate future are as follows

Total People including guest scientists and consultants	291
At CERN or no longer with us or on LTD	3
At Experiment or PPD office area	18
At LPC	6
Currently within CD owned seats	<b>264</b>
Pending Hires - Sunanda starts Feb 1	1
Pending Losses - 1 known, 2 possible	-3 BETWEEN NOW AND Sep 07
New Hires - requisitions with YKK	11 BETWEEN NOW AND Sep 07
Space needed for some of people previously only in expt space	6 NOW
Additional new hires expected for CMS and OSG and SciDAC	5 BETWEEN NOW AND Sep 07
New "shared space" for Run II and Div Management	2
Annis, Boroski, Kron and Chander current space in WH7NW all counted within CD "seat" inventory	4 If assume WH7NW is not used
Business services need cubicle for their IT staff	1
Total CD headcount (employees, visitors, consultants)	<b>291</b>

\*\* Examples of where we need to make space at FCC for people previously with no "seat" at FCC

- New department head – Rick Snider
- New department deputy – Qzihong Li
- Applications Physicists for Run II – recent hires – no previous CD seats (2)
- Several CPs with offices at CDF need to have some seats at FCC to work together with others supporting D0.

We will be swapping 7 "seats" on WH9 with PPD in order to get people working in the Accelerator center together – that does not affect the total seat count needed but does put more pressure on WH9 in the future for expansion of CMS.

If postdocs are hired that will make additional space needs – but this is not counted at this point. There is also talk of additional guest scientists for Run II – also not counted at this point.

**EVEN IF EVERY BAY on WH8E is DOUBLED UP** there is still a shortage of 11 seats minimum overall, more if hoped for guest scientists and postdocs are brought in.

To solve the space shortage 5 additional offices have been built on WH8E. These are spaces WH/8/845 A-E (previously helpdesk) and were not included in the existing inventory. An open interior (no windows) space on FCC3 has been cleared and 5 rough cubicles will be put there until we can carry out a construction project to gain more offices on FCC3. This gives 10 additional seats. This means that without the additional 5 spaces on WH7NW all bays on WH8E would need to have 2 per bay – even Don Holmgren's. This is even worse overcrowding than today, despite a long process of constructing a total of 27 more seats on WH8 and WH7 combined. **Even including the 5 spaces on WH7NW all but one of the bays on WH8E will have to be doubled up by Sep 07 – or alternative space in WH will have to be found.** In fact additional space is

needed on WH9 because the growth will come in that area, not in the area of work of people on WH8E.

***It is completely unacceptable to me (and to the people of CD) who have given up space to help make an astro center and who have long waited for some relief from overcrowding on WH8E to have space in the Astro center allocated to***

- ***a visitor who is hardly ever around- wife of Boris Kayser***
- ***an IMSA student***
- ***3 imaginary visitors doing analysis on SDSS***
- ***people who are possibly going to do a little astro work but whose service job at the lab is in Run II, MINOS, LHC or Accelerator division (several)***
- ***an office to assemble computers (just wrong – there are places to do this elsewhere)***

***and to see very large offices at the south end which could accommodate up to 5 visitors desks (given that they are not present at all times) or up to 3 desks for the second office – each counted as 2 “seats”. Originally these two large offices were not in the plan – I intended to keep them for PC support – but in the end I put them into the refurbishment plan.***

***In addition the space behind the elevators has not been fully considered in the PAC space planning. So by my counting there are 57 “seats” currently on 7W.***

***I therefore believe that there are at least 5 additional seats on WH7W, even relative to the Astro center plan presented and that AT LEAST 5 of those seats should be used for the CD database group to move off of WH8E.***

After about one year, depending on funding and FESS construction priorities, these 5 people can move to FCC and the Astro center can have the corner space to expand into.

An alternative plan could be worked out if decent quiet space for 5 people (together) in WH could be found on another floor.

CD does still need additional space in WH – the space on FCC3 takes a long time to reclaim. (We still do not have agreement on use of KTeV hall for storage, nor has an alternative spot been found). Equipment has to be moved and THEN space converted to offices. Often this requires extensive work – not just walls, but improvements or rerouting of air handling systems or sprinklers, installation of outlets, carpet, etc. This takes time and costs money. Also “swing space” is needed to do construction – you can’t have every “seat” filled.

WH9 crossover is also somewhat overcrowded and there is no room for expansion of CMS (CD) on WH9E. PPD is moving more people into that space in order to vacate offices on WH13 to allow 7 CD people to move up to be part of the Accelerator center. This is going to be a problem in a few months.

Since 20 brand new “seats” were created on WH7W and since occupancy of those 20 seats appears to be largely PPD people and their guests I believe CD should be allocated some additional space in WH somehow. Since many PPD people are “moving in” from the Run II experiments, perhaps there are some groups of people or some department who are ripe to “move out” into some experimental area hall or village lab, thus freeing up 10+ spaces in WH to relieve overcrowding in CD.