The building management plan detailed below for the Helios building reflects the building’s unique mission. It presents a framework designed to support the interdisciplinary mission of the Energy Biosciences Institute (EBI) as well as the needs of the EBI–associated tenant, BP, and the Department of Bioengineering.

**Fundamental Assumptions**

a. From completion of the Helios building until at least 2018, the majority of its space will be occupied by the EBI and the EBI–associated tenant, BP. The use of space by EBI and BP beyond 2018 will be dependent upon negotiated continuation of the EBI contract beyond the initial 10–year funding commitment by BP. One floor of the building will be occupied by Bioengineering, which will also share certain common–use spaces elsewhere in Helios, as noted below.

b. The EBI involves interdisciplinary and collaborative research programs and projects carrying out research in the fundamentals and applications of bioenergy to grand–challenge problems in the interest of society. Managing this enterprise requires that space allocations and other operational decisions foster interdisciplinary interaction and allow efficient utilization of the research funding provided to EBI by BP via the EBI contract with UC Berkeley. EBI space allocated to UC Berkeley faculty or LBNL scientists is intended to facilitate EBI–supported research programs and projects. Consequently, the amount of space allocated by EBI to an individual or a research group is directly related to the amount of funding provided by EBI to that individual or research group and/or the number of EBI personnel working on a particular EBI program or project. Because research funding by EBI to an individual or research group is dynamic and may change from one year to another, space use is also dynamic. Therefore, EBI assigns space for use by individual researchers (e.g., staff, students, or postdocs) who are directly engaged in EBI–sponsored research rather than to UC Berkeley faculty or LBNL scientists on the basis of their appointment alone. It is expected most EBI–supported Berkeley faculty or LBNL scientists will have space elsewhere on campus or at LBNL and, therefore, will not have a continuing need for space in Helios if EBI funding is discontinued. All EBI laboratory space assignments (including desk spaces for students and postdocs) will be made by the EBI Research Operations Manager in consultation with the EBI Management Committee, and with approval of the EBI Director. All EBI office space assignments will be made by the EBI Managing Director in consultation with the EBI Management Committee, and with approval of the EBI Director.

c. Common–use space allocation decisions within the building will be managed by the Helios Space Committee (HSC), consisting of one representative of each of the building’s units (initially EBI, BP, and Bioengineering). The HSC is, in effect, a space subcommittee of the central campus’s Space Assignments and Capital Improvements Committee (SACI). EBI space allocation for EBI–supported research programs
will be made by the EBI Research Operations Manager, in consultation with the EBI Director, based on need and in consideration of impact on other research programs within EBI space and according to the space allocation criteria currently in preparation. Allocation of any EBI space outside the Helios building will be managed through the Vice Chancellor for Research in consultation with the EBI Director and in accordance with campus space assignment policies, and is not addressed in this management plan. Space allocation in the areas occupied by Bioengineering will be made by the Chair of the Department of Bioengineering. Space allocation in the space rented by BP will be made by the EBI Associate Director, who is defined in the EBI contract as a senior BP manager.

d. For EBI–designated space, there will be no permanent space designated for faculty, student, or research staff offices or laboratories, and all such space will be vacated at the completion of a program or project. The EBI Director will give written notice to the faculty Principal Investigators associated with an EBI program or project that is scheduled to vacate Helios. The Principal Investigators are then responsible for ensuring that all faculty, students, and staff involved in said program or project have completely vacated the Helios building as soon as possible, but in all cases within the time limit specified by the EBI Director. Efforts will be made to retain the initially–assigned research and office space for the duration of a project, but assigned space may be moved to further the interaction and research goals of the EBI, at the EBI Director’s discretion. The authority for research and office space reallocation in EBI space is defined by this building management plan and does not rest with the academic department with which a faculty member is associated.

e. For BP–designated space, the continuing availability of such space will be determined by the EBI contract between BP and UC Berkeley. The use of the space will be managed by the EBI Associate Director.

f. For Bioengineering–designated space, the space will be assigned by the Chair of the Bioengineering Department or the Chair’s designee, and in accordance with policies within the College of Engineering.

g. EBI–funded research projects (of shorter duration and smaller scale than research programs) will have no specific claim on space in the building but may be allocated space temporarily if faculty researcher convenience requires and availability allows, at the recommendation of the EBI Research Operations Manager and with approval of the EBI Director.

h. Any proposed changes in space assignments between the units in the building or to units outside the building should be presented to SACI for review and approval.

i. This building management plan creates operational processes to address issues large and small, from overseeing operations to resolving demands on space of varying significance and duration. Any amendments to this plan must be approved by the EBI Executive Committee, the EBI Director, the Chair of Bioengineering, the Dean of the College of Engineering, the Vice Chancellor for Research, and the Vice Provost for Strategic Academic and Facilities Planning.

**Space Specifications**

**a. Academic and Research Offices:** Office space in Helios is typically composed of rooms that are approximately 120 assignable square feet. EBI space will be assigned on the basis of actual budgeted staff levels for EBI–approved and funded research programs. Staffing includes ladder rank faculty, visiting faculty
(including faculty from EBI–associated campuses), adjunct professors, research associates and analysts, postdocs, and GSRs. Bioengineering space will be assigned consistent with appropriate standards used by the College of Engineering.

i. Full–time ladder rank faculty are each allowed only one standard office at UC Berkeley. Berkeley faculty who have office space elsewhere on campus will not be entitled to office space in Helios.

ii. Several rooms are retained for use by EBI visiting researchers and adjuncts, and assignment to these rooms will be made by the EBI Research Operations Manager.

iii. EBI postdocs, GSRs, and research staff are assigned to workstations in the laboratories or in shared offices.

b. Research Space: Allocation of specific research space in EBI will be made by the EBI Research Operations Manager, under the approval of the EBI Director. Allocation of specific research space in Bioengineering will be made by the Chair of Bioengineering. Allocation of specific research space in BP space will be made by the EBI Associate Director.

c. Administrative Space: Space for EBI administrative staff will be assigned by the EBI Managing Director based on actual staffing and requirements.

d. Auditorium Space: The 100–seat auditorium will be scheduled as designated by the HSC. This auditorium will be made available for other University functions if they do not conflict with scheduled EBI or Bioengineering events. At all times, the HSC has priority for the scheduling and use of this auditorium and all other meeting spaces in the Helios building.

e. EBI Meeting Space: Shared conference, seminar, and meeting rooms are to be used by active EBI research programs and projects and will be scheduled by the EBI Managing Director, EBI Research Operations Manager, or other designees of the EBI Director.

f. BP Meeting Space: Shared conference, seminar, and meeting rooms are to be used by BP employees or, as necessary, by EBI investigators and will be scheduled by the EBI Associate Director or designees.

g. Bioengineering Meeting Space: Shared conference, seminar, and meeting rooms will be scheduled by the Chair of Bioengineering or designees.

h. Support Space: Shared copy rooms will be provided on each floor for the researchers and staff located on that floor.

i. Shared Common Space: Interactive spaces are provided on every floor, including quiet areas for reading and writing, informal meeting space, a kitchenette and dining area, and balcony space. Since this building was designed for interactions, these common spaces should not be isolated or dedicated to a single project. A central facility for autoclaving and dishwashing will be provided on one lower floor and will be shared by all building occupants. Issues concerning maintenance and operation of the shared common spaces will be managed by the HSC.
Building Management Team and Responsibilities

The Helios Building Management Team (HBMT) consists of the executive management team of EBI at Berkeley (the EBI Director, EBI Managing Director, and EBI Associate Director), the EBI Research Operations Manager, the EBI Health and Safety Officer, the Building Engineer, and the Chair of Bioengineering (or the Chair’s designee). In addition, the Building Management Team will be advised by the HSC. The EBI Director and the Chair of Bioengineering will co–chair the HBMT. The HBMT is responsible for overseeing the day–to–day operations of the Helios Building. Any issues related to building function or facilities use should be brought to the HBMT, which can then bring issues to the HSC if further resolution is needed.

a. The EBI Director, Chair of Bioengineering, and EBI Associate Director, or their designees, will oversee the allocation and management of space in the Helios building for their respective units and will make all final space allocation decisions in the area of the building assigned to their unit.

b. Final space management authority for the Helios building, as for all campus space, resides with the Chancellor, who has designated the Vice Provost–Teaching, Learning, Academic Planning and Facilities and the Space Assignments and Capital Improvements Committee to manage campus space issues and the resolution of space disputes.

c. The Building Engineer is responsible for the physical aspects of the building, its maintenance and its operation and will report to the HSC.