Guidelines for Administrative Assistants

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1. WORK REQUEST

1.1 Rights to make the requests

The requests are usually submitted by the administrative assistant of the unit.

In order to have the rights to do the requests you have to be accredited.

You can send the request to: sti-in@epfl.ch

Emergency and repair

For repairs, please contact the CAE repair service: +41 21 693 4000 (open 24/24, 7/7) / cae@epfl.ch

1.2 Request for works

Regarding the installation of TVs, beamers, etc., please contact the SAVE: save@epfl.ch

All other requests for intervention have to be carried out through the web page: https://support.epfl.ch/epfl

It is important to log in (top right corner) on this page before accessing the following pages.

Click on "Requests"

Click on "Facilities management"

Depending on your needs, please select the right option

You will then access to a form that you need to fill, add document if needed, and send.

Your request will then be either approved or refused. If it is approved, a Project Manager will be assigned to your request for the intervention.

1.3 Request for signage change:

For your information signage has changed, a new project has been implemented with the standardization of signs.

https://www.epfl.ch/campus/services/real-estate-and-logistics/en/signage/

You would need to open a ticket on support.epfl.ch and request this modification:
Click on "Development and construction"
Click on "Signage"
Fill the form and submit it with the button "Submit" on the top of the page (on the right).

1.3 Request for furniture

All requests for furniture have to be carried out through the web page:

https://support.epfl.ch/epfl

Before requesting adjustable electrical desks, you should get in touch with the specialists in occupational hygiene by mail at this address: hygienetravail@epfl.ch

Also, you can consult the web page on ergonomics.

For other requests, it is important to log in (top right corner) on this page before accessing the following pages.

Once you are logged on this page, here are the steps you need to follow:

Click on "Requests"

Click on "Facilities management"

Select "Mobilier, appareils"

Select what you need between the different options

You will then access to a form that you need to fill, add document if needed, and send.

In your request, you will have to precise what furniture you would like. In order to choose your furniture, please refer to the catalogues below:

Catalogue EPFL

Catalogue Lista

Catalogue Waldner

Your request will then be either approved or refused. If it is approved, a Project Manager will be assigned to your request for the intervention.

1.4 Request for water fountain

BEFORE SUBMITTING YOUR REQUEST:

The yearly cost of a water fountain is 600.- CHF and has to be covered by your unit. Please validate this with the person in charge of your unit before submitting this request.

All requests for water fountain have to be carried out through the web page:

https://support.epfl.ch/epfl

Once you are logged on this page, here are the steps you need to follow:

Click on "Requests"

Click on "Facilities management"

Select "Techniques du bâtiment"

Select "Eau"

You will then access to a form that you need to fill, add a valid layout of the installation, and send. Please specify in the form that the request is for a water fountain.

You request will then be reviewed by the Infrastructure Manager (Rania Mohni) for a validation of your request.

Your request will then be either approved or refused. If it is approved, a Project Manager will be assigned to your request for the intervention.

2. SPACE MANAGEMENT

2.1 Requests for additional lab or office space

For all additional office or space requests please fill in the form and send it by email.

2.2 Meeting room

Here is the list of all STI meeting rooms:

BM1130, BM 3241, BM 5204

ELD 016, ELD 138

ME D1 1518, MED 1615, MED 1815, MED 2423, MEB10

Reservation of meeting rooms:
All requests are to be submitted to the moderators of the meeting rooms. You will find their contact on this webpage.

Reminder : All meeting rooms are for the usage of EPFL collaborators – as per Article 13 of the Federal Act on the Federal Institutes of Technology .

In case of public events or need for booking of resources by external persons kindly fill the form "Organize an event".

For more information concerning events, please consult this page.

2.3 Space for associate campuses

Space for professors: BM 5138, MED 2321

Space for staff: MEA1 397, MEA1396, MEA1395

3. CLEANING SERVICES

3.1 Information concerning the cleaning services

Please check the timetable and schedules for cleaning services on this link.
Each STI building has its timetable.

4. ACCESS MANAGEMENT

For your information, only the person who is accredited in the EPFL system (except the listeners) have the right to own a CAMIPRO card, even for shorter durations (but at minimum for a stay of more than two months). You can find some more information on this page.

The rules et regulations are provided by LEX 1.5.8.

4.1 Camipro Office

Get your camipro card
You can get your camipro card at:
Camipro Office
BS 143
Station 4
1015 Lausanne
Email: phone **021-693 66 66**, email : camipro@epfl.ch

Requests for access
Please send an email (after validation of the head of unit) to: camipro-sti@groupes.epfl.ch or contact one of our Camipro Manager.

Update the Camipro card
Please update your Camipro card as soon as you get an email and every 3 months via a hotspot.

For all your requests for access, please contact us (after validation of the head of unit) at: camipro-sti@groupes.epfl.ch.

4.2 Special security access

For Access to P2/P3 labs, please contact the OHS Team Laboratory Safety.

5. ATELA REQUEST

5.1 ATELA Management:

ATELA's Directory contains the phone, the office, and the postal addresses of each EPFL employee. It needs to be updated by their ATELA Administrator which generally are the administrative assistants.

Direct access to ATELA

6. EQUIPMENT INVENTORY

6.1 EPFL Inventory

The EPFL inventory registers all scientific equipment belonging to the EPFL.

The rules et regulations are provided by LEX 5.9.1.

Inventory for scientific equipment:

The inventory procedure facilitates the identification of long-lasting items owned by EPFL, ensuring improved sharing of equipment, enabling effective planning for equipment renewal, and preventing unnecessary purchases of items already in possession.

The registrations are done under [the sesame application](). You must have the accreditation rights to do the registration. Each unit has an inventory manager and an inventor coordinator.

Inventory for closing units:

[Help workflow for scientific equipment for closing units]()

6.2 Guidelines of scientific equipment reattribution

The reattribution of scientific equipment is governed by:
-   The policy details in the [LEX 5.9.1]()
-   The STI reattribution guidelines

The STI reattribution guidelines:

The reattribution of scientific equipment at STI is governed by the guidelines below:

All STI scientific equipment belonging to EPFL (including the ones that are not in the inventory) need to be suggested to EPFL units before being given away.

If the equipment is in the EPFL's inventory, the process will follow the priority as per the [LEX 5.9.1]().

If the equipment is not in the inventory the STI units will be informed and they will have a delay of 2 weeks to express interest in the equipment.

If there is a transfer of PhD student from a unit to another:

The Institute will evaluate the equipment need and request and assess the equipment requirements of each lab or researcher involved in order to prioritize research and thesis continuity. The Institute will decide to whom the equipment is to be attributed and for how long.

If the assessment is confirmed the equipment will be attributed to the new unit until the thesis is completed. After this date, the standard reattribution process is followed again

During the timeline of the thesis, the equipment can be shared with other units with a drafted « gentleman agreement » formalized between the unit and The Institute. It includes a clear statement precising that the PhD student has the priority on the needed equipment, while available to others labs when unused by the PhD student.

The criteria of reattribution are:

Priority and Need-Based Allocation:

Priority for equipment reattribution is given to researchers that have an immediate need for the equipment to conduct their ongoing research projects, considering factors such as project timelines, scientific significance, and potential impact while assessing the need.

Collaboration and Interdisciplinary Research:

The potential for collaboration and interdisciplinary research is valorized when reallocating equipment. If multiple researchers or departments can demonstrate the benefit of shared access and collaboration, it will be taken into account during the evaluation process.

Fairness and Equity:

The reattribution process is fair and equitable, ensuring that all researchers and departments have equal opportunities to apply and receive equipment.

Communication and Appeals:

The reattribution process is communicated clearly to all researchers and departments by email to all Professors and MERs, providing them with a fair opportunity to apply for equipment.

Any appeal will address any concerns or disputes that may arise during the reattribution process.

6.3 Exchange Platform:

The Exchange Platform enables EPFL units to share specific categories of equipment with other units within the school.

Available equipement:

The exchange platform allows EPFL units to make certain categories of equipment available to other units of the school. These items are still usable and, in case of interest, they will be reassigned to the unit that makes a request. After 2 months of publication of an item on the exchange platform without expression of internal interest at EPFL, the item will be published on this webpage and freely accessible online. Priority will be given to Swiss public institutions.