

Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Space Planning Coordinator

Payband: H

Position Code/Number (if applicable): S00699

Scheduled No. of Hours: ____ 35 ____ per week

Appointment Type: ☐ 12 months ☐ Less than 12 months (please specify # months: _____)

Supervisor's Name and Title: Kim English, Director College Safety and Services

Completed by: Kim English

Date: January, 2022

Signatures:

Incumbent:

Date:

(Indicates the incumbent has read and understood the PDF)

Supervisor:

Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

Position Summary

Provide a concise description of the overall purpose of the position.

Reporting to Director College Safety and Services, the Space Planning Coordinator coordinates, executes and evaluates, as well as, assists department leaders and stakeholders in the strategic planning and use of College Space. The integrity of Fleming College's space management database impacts strategic, academic and capital planning across all departments and facilities, and as such, this key role is responsible for upholding The Fleming College Master Space Plan and providing an organized and strategic approach. To this end, the incumbent will be the Administrator of Fleming's Space Inventory and Management centralized database, InfoSilem, is accountable for data accuracy and will maintain expertise in College Ontario Facilities Space Inventory (COFSI) space coding, complete data audits and generate reports. The incumbent will also be called upon to vet and coordinate short-term space-related projects and consults internal stakeholders on issues and options related to space planning and move management. This role will also oversee the efficient operation of common space and academic space resources including meeting rooms, classrooms, labs and student spaces. The College Space Planner is responsible for the coordination of relocations, ensuring space standard compliance, provide support to furniture planning and may oversee minor projects and interior finishes. Projects may include minor renovations, decanting and relocation, planning, design and the evaluation and layout of furniture. When required, in support Physical Resources Department (PRD) management the Space Planning Coordinator will provide leadership with the execution of approved plans for department/staff relocations, interior layouts and furniture presentations and procurement. The incumbent will also prepare written reports to support stakeholders including Ministry requirements and the Senior Space Planning Committee as needed. The role is part of the College Safety and Services portfolio.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
Space Coordination <ul style="list-style-type: none">• Supports the College Space Planning Committee in the Implementation of the College Master and Space Planning initiatives• Routinely meets with schools and departments to document the use, allocation, and attributes of spaces• Creates layouts and drawings associated to space utilization• Consulting with stakeholders to establish and define the root cause of their space change need; determining opportunities, constraints, timeline;• Collaborates with Capital Projects, Facilities team and other departments for receiving timely updates on renovations, reassignments, and office moves• Collaborating on processes and actively pursuing data updates from other departments on room attributes (e.g. Audio Visual equipment, fixed lab equipment accessibility attributes, etc.);• Consulting with end users on space planning initiatives and providing information on layouts and approved furniture standards• Propose efficiency of existing office layouts (if possible) for space requests prior to reviewing new office areas• Maintaining space standards via audit, for all indoor and outdoor space on campus• Overseeing wayfinding standards are applied consistently• Ensuring space and facility related databases are made current with add/drop/changes. This information may require proactive steps such as attending meetings to ask probing questions• Will generate WOs with specifics for other employees to produce supporting signage and install.• Communication and coordination of employee office moves – provide instructions and information to impacted employees.• Coordinate academic space change to accommodate events or facility related disruptions.• Develop and coordinate the relocation plans with the internal move team• May assist with the space planning and coordination related to events.• Coordinate relocation of phones and computers with the appropriate Information Technology Services (ITS) support services department	65%

<ul style="list-style-type: none"> • Coordinate relocations with appropriate support service departments for a full turnkey move (i.e.: signage, keys, carpenters, cleaners, security...) • Ensure relocations are completed as planned and the new office fully operational • Ensure previous office area is clean of debris and unusable furniture 	
Space Administration <ul style="list-style-type: none"> • Facilitate internal/external space booking requests for academic delivery, meetings and events such as Continuing Education non-timetabled needs. • Utilization of the Bookit and eBase systems for space bookings and coordination • Provide front line Customer Service for Book it users. • Completing space utilization reports and analyzing the data generated from them to assist with planning needs • Working closely with Academic Operations liaison to share data and coordinate scheduled academic use of space and space requests outside of standard academic operations. Also provide updates to space utilization and characteristics that impact scheduling. • Communicating any change in floor plans to stakeholder including PRD Managers and ITS to ensure accurate record keeping • Reports on space vacancies and creates ad hoc reports reflecting occupancy; • Collaborating with Academic Operations on the analysis of scheduling, occupancy, and room utilization data; • Scheduling and performing annual audits and preparing space data reports for submission to the Ministry; • Performing InfoSilem/Bookit data integrity checks by conducting periodic site audits to validate function, occupancy, area measurements, etc.; • Maintains Database and appropriate records for all College leased properties 	30%
<ul style="list-style-type: none"> • Performing other duties as assigned. 	5%

* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

4Dated:

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- | | | |
|--|---|---|
| <input type="checkbox"/> Up to High School | <input type="checkbox"/> 1 year certificate | <input type="checkbox"/> 2 year diploma |
| <input type="checkbox"/> Trade certification | <input checked="" type="checkbox"/> 3 year diploma / degree | <input type="checkbox"/> 4 year degree or 3 year diploma / degree plus professional certification |
| <input type="checkbox"/> Post graduate degree (e.g. Masters) or 4 years degree plus professional certification | | |
| <input type="checkbox"/> Doctoral degree | | |

Field(s) of Study:

3-year advanced diploma or degree in Interior Design, Architectural Technology, or related field

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

☒ No additional requirements

☐ Additional requirements obtained by course(s) of a total of 100 hours or less

☐ Additional requirements obtained by course(s) of a total between 101 and 520 hours

☐ Additional requirements obtained by course(s) of a total of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

- ☐ Less than one (1) year
- ☐ Minimum of one (1) year
- ☐ Minimum of two (2) years
- ☐ Minimum of three (3) years

Experience with Space Management Database software, i.e. InfoSilem

Experience in space and design conceptualization and proficient with AutoCAD 2019 or Sketch Up is preferred

Experience working with clients or consultative role interior design, architectural, facilities fields (or equivalent) preferred.

Experience in developing space layouts, furniture procurement, implementation of minor construction, renovation and space related projects.

Proficient with Microsoft Office Suite including Word, Outlook, and Excel (including pivot tables).

Experience/familiarity with AODA legislation would be an asset

Must have well developed written and verbal communication skills, with a focus on professionalism and clarity.

Strong interpersonal skills including tact, diplomacy, and flexibility to work with senior administration, faculty and staff.

Ability to work independently with minimal guidance and as part of a team.

- ☐ Minimum of five (5) years
- ☐ Minimum of eight (8) years

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	A school is developing a new program and hiring 3 new FTE, they are requiring office space and reach out looking for assistance with this request. The incumbent would meet with the Functional Manager/Chair to better assess the requirements and propose a plan based on what is feasible. As space is limited, this will typically require creativity and the ability to collaborate to find a solution. If there is no solution within the existing space allotment for the school, the incumbent would then need to seek suitable space in alternative location that may impact others. The incumbent would need to find a suitable solution that addresses the space needs for all involved and submit a proposal for approval by PRD Management.
How is it identified?	This could be via senior leaders or via email or WO.
Is further investigation required to define the situation and/or problem? If so, describe.	The Coordinator will meet with functional leader to gather information on the requirement, review current space allocation and set expectations that align with College space norms and the master plan.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The Space Planning Coordinator would analyse space planning solutions based on inventory and allocation and develop a proposal to accommodate the request. The proposal would be reviewed and approved first by a PRD senior leader, then presented to functional leader for review and approval. If all parties agree a plan would be submitted via a WO to have the move executed. The incumbent would work with client on relocations and communications and initiate WO in other depts such as ITS. If the plan is not approved, the incumbent would continue to negotiate with the requestor to find solutions considering soft options i.e. schedules etc., and creativity including increased occupancy. If changes are implemented, the Coordinator would ensure all space-based databases were updated, signage and access control are in place and QA is completed prior to occupancy..

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

If the incumbent exhausts their ability to find a solution then it would escalate to Manager to assist with collaboration on a path forward.

3. Analysis and Problem Solving

#2 regular & recurring

Key issue or problem encountered

A School is requesting assistance with the development of a dedicated – sub lab – within a larger lab space

How is it identified?

This could be via senior leaders or via email or WO.

Is further investigation required to define the situation and/or problem? If so, describe.

The Coordinator will meet with the academic leader to gather information on the requirement, review current space allocation and set expectations that align with College space norms and the master plan. The space review would also need to take into consideration wider Academic scheduling requirements and regs and codes for academic space needs

Explain the analysis used to determine a solution(s) for the situation and/or problem.

The Space Planning Coordinator would analyse the proposed sub-lab space to ensure it meets the requirements i.e. egress, life safety, academic scheduling perspective. If these needs can be satisfied a proposal would be developed to be reviewed and approved first by a PRD senior leader, then presented to functional leader for review and approval. If all parties agree a plan would be submitted via a WO to have the lab set-up executed. The Coordinator would ensure full communication to stakeholders including AO, schools, vendors etc. and all databases were updated to reflect this space allocation update. Lab set up would also include, establishing wayfinding, documenting characteristics, providing information to Academic Operations for timetabling updating InfoSilem, Sending communication to Security, Cleaners, facilities. WO for keys, signage, CMMS updates

What sources are available to assist the incumbent finding solution(s)? (e.g. past practices established standards or guidelines).

The Campus Space Master Plan, The approved College Space Norms. AODA Legislation, H&S team for safety related space review, AO for scheduling concerns. PRD leaders for general questions.

#2 occasional

Key issue or problem encountered

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	A department is moving to another location. The incumbent develops the move management plan to be approved and used to guide the work of PRD/Projects. The plan will detail who is moving, what is moving and layouts that conform to space norms. The incumbent will also ensure that appropriate communications take place with all stake holders, ITS is coordinated, Movers, wayfinding signage is updated, and all supporting databases are updated.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Communication skills, Project Management, Sketch-up design layouts. Database updating, scheduling.
List the types of resources required to complete this task, project or activity.	The plan would be executed by PRD – either facilities or projects. The incumbent be instrumental in developing tools to ensure consistent facility and safety standards are applied to all spaces. This role would also support the move plan by having accountability for the final Quality control audit of the space prior to releasing to client.
How is/are deadline(s) determined?	Deadlines are determined by Operational and/or stakeholder need. This is often negotiated
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	All changes tot the agreed upon plan, would require senior PRD level sign off.

4. Planning/Coordinating

#2 regular & recurring

List the project and the role of the incumbent in this activity.

A renovation of a space on campus. As a resource to the Capital projects team, the incumbent will collaborate with the client and project team to help determine final scope of renovation. The incumbent would ensure the space planning conform to all College Master Plan and Space Norms, including furniture standards, layouts and occupancies. Would help identify space related solutions and develop mock-ups as needed for review. The incumbent would need to meet with users to understand their needs, wants and functional requirements. Would also need to obtain budget to ensure expectations were aligned with budget and timelines. The incumbent would then work with capital projects teams to access feasibility and scope and design a layout for review. Once approved, by client and management – the Incumbent would work on temporary relocation plans and communicate them to client. Working with the project team, the incumbent would provide updates and direction tom clients regarding planned re-occupancy.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Well developed Communication skills, Project Management, Sketch-up design layouts. Database updating, scheduling.

List the types of resources required to complete this task, project or activity.

The incumbent would need to review drawings, proposed wayfinding, space layouts and furniture plans to ensure that plans conform or are approved as non-conforming. Also work with vendors on furniture layouts as needed.

How is/are deadline(s) determined?

Would be based on project plan as determined by Project Manager and executive sponsor.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent will define the change needed and propose a solution. The final proposal is approved by Director/VP, BUILDINGS FACILITIES AND SAFETY. If the renovation impacts other users, the incumbent would communicate and help provide solutions to any challenges they are created. The incumbent would be responsible for communication of all final changes to various stakeholders and support departments including AO, IT, PRD, Security, Cleaners, PRD Systems, etc.

#3 regular & recurring

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

4. Planning/Coordinating

#1 occasional

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

#2 occasional

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>	<input type="checkbox"/>	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
X	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Would need to explain the space booking process and work with those planning event use of space
X	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities	Will need to convey space planning norms when assigning office spaces. Provides detailed move plans via a WO for execution by PRD.
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
X	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
A request to review space and make recommendations	Manager may provide deeper legislative review in spaces that have specific Life safety or AODA considerations

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
The incumbent would be using established space norms, college master plan, regulations and legislations to guide processes.	

How is work reviewed or verified (e.g. Feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
By Manager.	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>The incumbent will update the space inventory when information is received.</p> <p>The incumbent will book spaces as needed to support events</p> <p>The incumbent will complete the routine semester transition process in Bookit to support Academic Operations set new timetables</p>	<p>Move classrooms based on urgent needs. Post signs to notify students and faculty.</p>

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Office Moves – develop plans for space reallocation will require manager approval.</p>	<p>Department moves – larger planning and approval process that involves more stakeholders.</p>

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Daily space bookings for Academic needs – non timetabled such as ConEd</p>	<p>Generating space utilization reports for adhoc request and ministry reporting</p>

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Office relocation requests via email or WO	This requires a probing assessment to understand nature of need and possible solutions	Leaders, employees	W
Academic, meeting and event space requests via email or BOOKIT	This work would be self- directed work with ability to ask questions along the way	Staff, Student/ community member	M
Infosilem semester transition – scheduled date Space characteristic and capacities	Self directed to support the needs of Academic Operations and semester planning	AO	I

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	Facilitation of a space booking need – more complex than can be supported by self-serve	Leaders and employees	D
Explanation and interpretation of information or ideas	Explanation of how to book space, how to arrange an office move, onboard a new employee office space, schedule a class, host an event	Leaders, employees, students	D
Imparting technical information and advice	Convey the Space planning Norms and protocols to leaders planning office space for staff	Leaders/employees	D
Instructing or training			
Obtaining cooperation or consent	Seeking approval for office relocations from all stakeholders As space is a limited resource at the College, space planning often requires collaboration skills to gain the cooperation of others	PRD leaders and stakeholders	M
Negotiating			

* D = Daily W = Weekly M = Monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Walking to review spaces for planning or audits	W		X		X		
Computer work	D		X		X		
Taking pictures for space audit	W		X				

* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

X Light (up to 5 kg or 11 lbs)

X Medium (between 5 to 20 kg or 11 to 44 lbs)

X Heavy (over 20 kg or 44 lbs)

Light boxes of equipment

Lifting Boxes

Occasionally moving furniture

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Designing floor plans or space layouts based in needs assessment with client, space limitations, furniture, code requirements and budget for review and approval of client and manager,	w			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Updating characteristics of spaces into InfoSilem database	D	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs

Can concentration or focus be maintained throughout the duration of the activity? If not, why?

☐ Usually

☐ No

* D = Daily W = Weekly M = Monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
X acceptable working conditions (minimal exposure to the conditions listed below)	Primarily Office work, with walking to review spaces	D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
X travel	Travel to other campuses or locations for space audits and projects	M
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

* D = Daily M = Monthly W = Weekly I = Infrequently