

Nara Institute of Science and Technology, National University Corporation  
Regulations for Effective Facility Utilization

February 21, 2008  
Regulations No. 3

Article 1 (Intent)

These Regulations stipulate the necessary matters in relation to facility use to more effectively utilize facilities and equipment possessed by Nara Institute of Science and Technology (hereinafter referred to as “NAIST”) and contribute to invigorating education and research activities.

Article 2 (Definitions)

1. “Departments” refers to Graduate School of Science and Technology, Information Initiative Center, Research and Education Center for Genetic Research, Research and Education Center for Materials Science, Data Science Center, Center for Digital Green-innovation, Health Care Center, Institute for Research Initiatives, and Administration Offices.
2. “Facilities” refers to buildings possessed by NAIST that are stipulated in Article 3.2 of the Nara Institute of Science and Technology Real Estate Management Regulations (Regulations No. 75, 2004; hereinafter referred to as the “Real Estate Management Regulations”), excluding employee and student housing.
3. “Utilization of facilities” refers to conducting investigations and evaluation concerning NAIST’s facility use from the perspective of facility management, and effectively utilizing facilities.

Article 3 (Facility use)

1. The facility review committee shall conduct facility use in a unified manner.
2. From the perspective of facility use, facilities shall be classified into dedicated spaces and spaces for joint use by the entire institute (hereinafter referred to as the “Shared Spaces”) that are stipulated in Appendix 1, and the project spaces of Appendix 2 shall be stipulated within the Shared Spaces.
3. The head of the Department (hereinafter referred to as the “Department Head”) shall operate and manage dedicated spaces.
4. Shared Spaces shall in general be of use Institute-wide, they shall be flexibly operated, and the Department Head shall operate and manage them.

Article 4 (Securing shared space)

1. In the event of building new facilities or additional construction to current buildings, Shared Spaces must be secured for at least 20% of the prepared area.

2. In the event that repair work will be performed, the Shared Spaces shall be secured in accordance with the content of the work.
3. Even in the cases of the two previous clauses, this shall not apply to cases that have been specially allowed by the President.

#### Article 5 (Burden of expenses)

1. The President may have users bear expenses related to the use of project spaces.
2. Matters concerning the expenses that will be borne by users under the previous clause shall be stipulated separately.

#### Article 6 (Investigation of facility use)

1. The facility review committee may, regularly or when needed, conduct investigations concerning the actual use of facilities.
2. After an investigation of the previous clause has ended, the facility review committee shall promptly create a report on the investigation of facility use (hereinafter referred to as the "Investigation Report") and submit it to the President.

#### Article 7 (Recommendations for improvement)

1. In the event that, based on the Investigation Report, the President has judged that it is necessary to improve space use, he or she may make recommendations to the Department Heads.
2. A Department Head who has received a recommendation for improvement under the previous clause shall promptly strive to make improvements and shall report the details to the President.

#### Article 8 (Administrative matters)

Administrative matters related to effective facility use shall be conducted by the Facility Planning Division of the Operational Affairs Department.

#### Article 9 (Miscellaneous provisions)

In addition to the matters that are stipulated in these provisions, necessary matters in relation to the operation of these provisions shall be stipulated separately.

#### Supplementary provision

These Regulations shall come into effect on February 21, 2008.

#### Supplementary provisions

1. These Regulations shall come into effect on February 17, 2009.
2. The Nara Institute of Science and Technology Academic-Industrial Collaborative

Facility Management and Operation Regulations (Regulations No. 3, 2005) shall be abolished.

Supplementary provision

These Regulations shall come into effect on June 25, 2009.

Supplementary provision

These Regulations shall come into effect on August 1, 2010.

Supplementary provision

These Regulations shall come into effect on April 1, 2011.

Supplementary provision

These Regulations shall come into effect on April 17, 2012.

Supplementary provision

These Regulations shall come into effect on July 1, 2012.

Supplementary provision

These Regulations shall come into effect on January 1, 2013.

Supplementary provision

These Regulations shall come into effect on April 1, 2015.

Supplementary provision

These Regulations shall come into effect on April 1, 2017.

Supplementary provision

These Regulations shall come into effect on April 1, 2018.

Supplementary provision

These Regulations shall come into effect on January 1, 2021.

Appendix No. 1 (Related to Article 3.2)

List of Classifications for Shared Spaces

Classification	Building number	Building name	Name of managing department	Notes
Dedicated space	001	Information Science Complex Building A	Graduate School of Science and Technology Information Initiative Center	
	002	Information Science Lecture Building		
	007	Information Science Complex Building B		
	046	Information Science Waste Depository		
	052	Information Science Outdoor Storage Area		
	008	Biological Science Complex Building C	Graduate School of Science and Technology Research and Education Center for Genetic Research	
	009	Biological Science Lecture Building		
	014	Biological Science Complex Building D		
	020	Biological Science Hazardous Chemical Closet 1		
	021	Biological Science Hazardous Chemical Closet 2		
	040	Biological Science Waste Depository 1		
	011	Biological Science Waste Depository 2		
	010	RI Experiment Facility		
	015	Animal Experiment Facility		
	055	Aquatic Animal Facility		
	016	Experiment Greenhouse (one-floor)		
	027	Molecular Breeding Greenhouse (two-floors)		
	056	Preparation Room 1		
	057	Preparation Room 2		
	042	Green Laboratory Management Building		
	043	Green Laboratory Greenhouse A		
	044	Green Laboratory Greenhouse B		
	028	Materials Science Complex Building E	Graduate School of Science and Technology Research and Education Center for Materials Science	
	031	Materials Science Lecture Building		
	032	Materials Science Complex Building F		
	051	Bio-Nano-Process Experiment Facility		
	034	Materials Science Hazardous Chemical Closet		
	041	Materials Science Outdoor Storage Area 1		
035	Materials Science Outdoor Storage Area 2			
054	Materials Science / Interdisciplinary Frontier Research Complex No. 1 Waste Depository	Graduate School of Science and Technology Institute for Research Initiatives		
Spaces for joint use by the entire Institute	053	Interdisciplinary Frontier Research Complex No. 1	Institute for Research Initiatives	
	026 048	Interdisciplinary Frontier Research Complex No. 2		
	025	University Library	Information Initiative Center	
	023	Administration Bureau	Administration Offices	
	050	Administration Bureau Annex		
	022	Guesthouse Sentan		
	039	Millennium Hall	Administration Offices Health Care Center	
	005	University Union		

## Appendix No. 2 (Related to Article 3.2)

## Project Spaces

Building name	Section number/name	Room area (m <sup>2</sup> )	Notes
Interdisciplinary Frontier Research Complex No. 1	1F Open Laboratory	288	
	2F Open Laboratory	352	
	3F Open Laboratory	352	
	4F Open Laboratory	352	
	5F Open Laboratory	352	
	Sum	1,696	
Interdisciplinary Frontier Research Complex No. 2	106	144	
	108	77	Clean room
	109	76	
	110	76	
	111	21	
	112	21	
	115	18	
	116	18	
	117	39	
	118	36	
	119	76	
	207	144	
	209	153	
	211	76	
	218	72	
	220	40	
	301	65	
	302	108	
	304	54	
	305	54	
	306	54	
	307	36	
	308	39	
309	36	Clean room	
310	36		
311	40		
Sum	1,609		
Total		3,305	