# MECHANICAL ENGINEERING DEPARTMENT CRITICAL PERSONNEL DESIGNATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Type</th>
<th>Reason</th>
<th>Schedule to renew</th>
<th>Prevention plans that govern</th>
<th>Spaces approved to use</th>
</tr>
</thead>
</table>
| **Research** | **Student** | Employed (hourly/RA) | When employment status changes or quarterly | *Lab Prevention Plan  
*Building Prevention plan | • Spaces in lab  
• Hallways and staircases in building lab is in  
• Public restrooms in building lab is in |
|  |  | Enrolled in research credits |  |  |  |
|  | **Student Clubs** | Enrolled in research credits or participation needed to complete deadline | Quarterly | *Club Prevention Plan in collaboration with the overall Annex Prevention Plan (for those clubs in the Annex)  
*All other clubs: Club Prevention Plan and Building Prevention Plan |  |
|  |  |  |  |  |  |
| **Faculty/Research Staff** |  | Employed engaged in research effort | When employment status changes | *Lab Prevention Plan  
*Building Prevention plan |  |
|  | **Teaching** | Faculty | No need to renew | *Building Prevention plan | • Individual office  
• Hallways, stairs, elevators and public restrooms in building individual office is in |
|  |  | Specific tasks that must be done on campus to support general functioning of department | No need to renew | *Building Prevention plan | • Individual office  
• Hallways, stairs, elevators and public restrooms in building individual office is in  
• Other building spaces as needed to complete their work. This should only apply to administrator, ATC, lab engineers, IT, and building coordinator roles. |