

**Memorandum of Understanding (MOU) Between  
International Federation of Professional and Technical Engineers  
(IFPTE), Local 28,  
and  
NASA Glenn Research Center**

This MOU documents the agreement between the International Federation of Professional and Technical Engineers (IFPTE), Local 28, and the NASA Glenn Research Center (GRC) concerning IFPTE's request to negotiate Office Space Utilization issues.

1. GRC and IFPTE agree to use NASA Procedures and Guidelines (NPG) 8800.15A, dated September 1, 1998, as the guideline for GRC office space utilization. This NPG states that optimum average office density is 110 net square feet per person when conventional furniture is used, and 95 net square feet per person when modular furniture is used. Desires of affected employees shall be considered when determining whether conventional or modular furniture will be used.
2. Larger workstations than prescribed by NPG 8800.15A shall be provided when required by job function. This provision shall be interpreted liberally.
3. Minimum circulation areas shall conform to the standards given in the Glenn Safety Office memo of November 8, 1999. Entrance doors must have a clear opening width of at least 32 inches; passageways and aisles must have a clear width of at least 36 inches; sufficient storage area must be allotted so that passageways and stairways can be free of furniture, file cabinets, etc. There shall be a reasonably direct path from each workstation to a room exit.
4. Natural light shall be provided whenever possible; windows shall not be blocked. Room lighting shall be provided to meet applicable standards. Desk lamps will be provided upon employee request.
5. Adequate heating, cooling, and ventilation shall be provided to each workstation to meet ASHRAE (American Society of Heating, Refrigeration, and Air-conditioning Engineers) standards; effects of workstation (cube) walls shall be accounted for. To meet individual employee needs, fans and supplemental heaters will be made available upon employee request.

6. Applicable OSHA standards, NFPA (National Fire Protection Association) standards, and Glenn Safety Manual provisions shall be followed.

7. IFPTE shall be invited to provide a representative to each directorate/office to participate in office planning for bargaining unit employees whenever moves are made.

/s/

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Virginia Cantwell  
President  
IFPTE, Local 28

11/6/01

Date

/s/

\_\_\_\_\_  
Gwendolyn Davis  
Labor Relations Officer  
NASA Glenn Research Center

11/6/01

Date