

- November 2022: This coffee ...
- October 2022: Jetsu & Giray meeting: plan
- October 2022: Jetsu updated astronomy rooms and **door-tags**
- October 2022: Tilatoimikunta: No one knows what kiinteistövastaava does
- Autumn 2022: A lot of room changes
- Summer 2022: Tilatoimikunta: Key list idea does not work.
- Spring 2022: Tilatoimikunta: Key list idea → flamma/pdf
- Autumn 2021: Huotari, Secretaries, Jetsu went through room one by one

Scetch ...

Process: Rooms & door-tags

Aim: Does not involve teaching or research staff (7 tilavastaavat/kiinteistövastaavat)

Describe the whole process. If problems appear, improve the process description

Preliminary list

- List of persons in rooms
- Send to tilavastaavat for checking
- Preliminary list is updated only once.
- After that preliminary list is updated as described in the process

Problems

1. What happens **before a person** gets a room
 - **problem:** The “boss” hiring wants to know what rooms are available?
answer: **n.n@helsinki.fi** tells **NoName**
 - **problem :** Where/who has the updated list?
answer: See **n.n@helsinki.fi** below.
 - **problem:** The “boss” selects the room . Who updates this into the list?
answer: See **n.n@helsinki.fi** below.
2. What happens **when person** gets a room
 - Gets a key → Room certainly known
 - **door-tag** must be updated
 - Postlocker tag must be updated
3. What happens **after person** leaves a room
 - Name removed from room list
 - Name removed from **door-tag**
 - Name removed from postlocker

Control & Checks

- Send this e-mail twice a year to all faculty personnel: is the **information in your door-tag** correct?
Solution: In this way, working room list does not have to be public!
 1. Do you work in the room given in the **door-tag**? Yes or No?
 2. Are your name, title and e-mail in the **door-tag** correct? Yes or No?
 3. The **door-tag** contains all persons who work in your room (like new employees)? Yes or No?
 4. The **door-tag** does not contain persons who do not work in your room (like employees who left)? Yes or No?
 - If your answers to all questions 1-4 are “Yes”, you do not need to answer this e-mail.
 - If your answer to any of questions 1-4 is “No”, send the necessary information of corrections to **n.n@helsinki.fi**
- **problem:** Is this mail sent only in English? **answer:** Yes?
- **problem:** Does **n.n@helsinki.fi** send this e-mail? **answer:** Yes?
- **problem:** Does **n.n@helsinki.fi** update the list? **answer:** Yes?
- **problem:** Does **n.n@helsinki.fi** update the door tags? **answer:** Yes?
- **problem:** Does **n.n@helsinki.fi** update the postlocker tags? **answer:** No?
- **problem:** Could **n.n@helsinki.fi** handle to whole faculty? **answer:** Yes?
- **problem:** Does **n.n@helsinki.fi** only print the door tags and the postlocker tags, but the janitors will take them to the correct rooms and postlockers.
- **problem:** Who is **n.n@helsinki.fi**? **answer:** Dean decides? Person **n.n@helsinki.fi** who volunteers to this job should get a reasonable compensation in his/her salary, because numerous people in different departments no longer need to worry about this problem.
- **problem:** Who updates the current postlocker tags?
- **problem:** Who removes old postlocker tags?
- **problem:** Person is hired and given a room without contacting **n.n@helsinki.fi**? **answer:** Dean forbids this?
- **problem:** How to code free space? **answer:** Use name **NoName**
- **problem:** How does hiring boss know free space? **answer:** Ask **n.n@helsinki.fi** about **NoName** rooms.
- **problem:** Different buildings can have same room number **answer:** Optimize map connects rooms to buildings.