



Shiley Center for Science and Technology Policies and Procedures

Scope of document

The purpose of this document is to provide information about the policies of the Shiley Science Center in a fair and efficient manner. These policies apply to both permanent and temporary users of the facility.

A. Maintenance requests

Requests for repairs and maintenance to the building should be given to the building manager. If the building manager is unavailable the request can be called into the Facilities Management office at x4250.

B. Emergency response

In the event of an emergency within the building call Public Safety at x2222 to report the emergency. If there is fire, activate one of the fire alarm pull stations located in the hallways, and leave the facility. When the fire alarms sound occupants of the building should use stairs to orderly go down to the first floor and exit. After leaving the building walk to the area across the street, and in front of the Science Center.

C. Safety

Safety is an important part of the operations of the Science Center. Compliance with all federal and state laws and regulations, as well as building safety rules are mandatory. Rules for working in laboratories are documented in the Chemical Hygiene Plan, and the Radioactive Safety Plan. The Building Manager/Chemical Safety Officer, office ST 247, administers these safety plans. Visiting groups using labs the Science Center must meet the insurance requirements spelled out on the USD Department of Risk Management web site.

D. Space reservations

1. Scheduling

To schedule lab space contact the designated department of study, Biology, Chemistry and Biochemistry, Marine Science or Physics. Lab rental fees begin at \$500.00 per week. There may be additional charges depending on the materials required. Visitors to USD must meet insurance requirements. See the insurance requirements on line at, <http://www.sandiego.edu/administration/financeadmin/facilities/risk/liability.php>

To schedule classroom or conference room space contact the scheduler for the College of Arts and Sciences at x4545 or the Building Manager at x8885. To schedule non-academic spaces, such as the atrium or Strata Plaza contact the Building Manager at x8885, studor@sandiego.edu

2. Room use restrictions

Users of the facility are financially responsible for any damages that occur during their use, or result from their use. Rooms must be left in the original condition with regard to equipment and set up.

If special services such as technical support, equipment rental, or custodial services are required those arrangements are the responsibility of the reserving group.

Student groups who schedule classrooms or conference rooms for meetings must have a sponsoring faculty or staff member present during the meeting.

All food and drink wrappers and trash must be removed from classrooms after meetings. Desks and tables must be wiped clean in preparation for the following classes. Failure to leave rooms in clean condition will result in revoking reservation privileges for that group.

E. Food policy

The official caterer for events in the Science Center is USD Banquets and Catering. The atrium is not available for sit down dinners. The atrium may be reserved for receptions, or buffet meals.

NO FOOD OR DRINKS ARE ALLOWED IN THE LABS AT ANY TIME.

F. Security

1. Faculty access

Classroom doors and exterior doors are equipped with electronic locks. To have the access code added to your ID card contact the Building Manager. Keys and key cards are property of USD and should be returned to the building manager after use. If keys are lost contact the building manager right away.

2. Student access

Students can be granted access to laboratories for special projects. The department chair, or executive assistant must make the request for student access assistant, to the building manager. The student will either be checked out a key card, or they will have a code added to their ID card, depending on their project needs. Any student who abuses this access privilege will have it promptly revoked. Building access closes to undergraduates at 1:00 AM.

G. Signage, postings

There are bulletin boards throughout the Science Center designated for specific purposes. Those boards designated for scientific presentations, or building event announcements are strictly for that purpose. Unauthorized fliers will be removed. General information boards are available for the purpose of student information. The building manager, and the Office of University Design must approve signs, posters, pictures or other decorative elements in the hallways, atrium, or other public spaces.

Freestanding white boards are allowed in the atrium to announce upcoming events. These announcements must meet all of the following criteria; 1) The event must be held in the Science Center, 2) The event must be science or pre-health related, 3) The announcement must be printed nicely and have a professional appearance. Hallway doors to labs and classrooms are not to be used as bulletin boards.

H. Loading dock parking

The loading dock should be used for active loading and unloading only. Vehicles sitting at the loading dock that do not have people present who are actively loading or unloading will be assumed to be parked and will receive a ticket. There is one parking space adjacent to the loading dock for

vendors and service technicians of the Science Center. When a vendor is using the parking spot the building manager should be notified. Parking in any of fire lanes adjacent to the loading dock will result in a ticket.

I. Smoking

Smoking or using any tobacco products is prohibited at all times within USD buildings. Use of these products must be at least 20 feet away from any doors, windows or vents.

J. Animals

Pets and other animals are not allowed in USD buildings. The Shiley Science Center follows this university policy. Exceptions to this rule are guide dogs or other animals trained to provide assistance to an individual with a disability. Animals that are specifically approved for academic research or educational purposes are also exempt.

K. Classroom support

1. IT and Media Services

Keys for the computer and audio video cabinet locks can be checked out from the Building Manager. For technical assistance with computers call the IT tech support desk at x7900. For assistance with data projectors or other classroom media call Media Services at x4567.

2. Temperature and lighting

Problems should be reported to the building manager, or called in directly to Building Maintenance at x4250.

L. Bicycles, skateboards, roller blades

Bicycles, roller blades, skateboards, or similar devices are not to be used inside of the Science Center at any time. Student's bicycles should be locked in the bike rack across the street from the facility. Do not cable bicycles to rails around the front of the Science Center. Faculty members who wish to store their bicycles inside of their offices may do so as long as it does not cause a safety hazard, and they must use the freight elevator to move the bicycle from floor to floor.

M. Deliveries

All freight, food, equipment and other deliveries must be made through the loading dock doors.