

# **Gordon Center for Integrated Science Operations Handbook**

## **Security**

**For emergencies – Contact University of Chicago Police (“123” or 2-8181)**

For non-emergencies – Contact the Building Manager, Sonny Debrito, at (773) 702-4923 (or extension 2-4923) or sdebrito@bsd.uchicago.edu. The Building Manager will coordinate a response between the UCMC Public Safety Office (2-6262) and the facility.

For after hours emergency lock-outs call the UCMC Public Safety Office (2-6262). The response time to an emergency lock-out will depend on the availability of Public Safety staff to respond from the Medical Center.

## **Fire Alarm & Protection**

**If you smell smoke or see a fire contact the University of Chicago Police at 123.**

**Be prepared to give the building name, building address ( 929 E. 57<sup>th</sup> Street ), room number and floor. Remember to close all doors behind you.**

GCIS has smoke detectors, heat detectors, and sprinkler heads strategically placed through out the building.

Initial activation of these devices only signals the Chicago Fire Department, University Police and Physical Plant Department.

## **Building Evacuation**

- Leave immediately, don't run but move quickly.
- If there is a disabled person assist them to areas of refuge. They are located at the paths of egress at the stairwells. Notify emergency responders as soon as possible that there is a disabled person in need of assistance and where to find him/her.
- Follow instructions of emergency responders and instructions over the voice communication system.
- Use stairwells only, elevators are called to the first floor in emergency conditions.
- Check doors for heat before opening them. If you feel heat, seek an alternate route.
- Close all doors behind you.
- Exit the building when you reach the ground floor.
- Assemble near the South Entry for employee verification

## **Building Hours**

The East and West main lobby entry doors will be open to the public at 8:00am - 5:00pm M - F excluding University holidays.

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## **Keys and Access Cards**

Access Cards: A valid University of Chicago ID badge is required for use on the GCIS electronic access system. All University employees and students who do not have a University ID badge can obtain one from the ID & Privileges office on the first floor of the Regenstein Library.

Each ID badge is automatically programmed to provide varying degrees of access based on the individual's classification (student, staff, etc.). To extend an individual's level of access, contact the building manager. An e-mail from a faculty or administrator will be required to modify an individual's level of access.

Temporary/Visitor badges can be obtained to gain access to GCIS. These badges can be obtained by contacting Caitlyn Sarna at 2-2909 or [csarna@bsd.uchicago.edu](mailto:csarna@bsd.uchicago.edu) to schedule an appointment. These badges are issued in Room 157 in the Cummings building and have a fee of \$15.00.

## **Please see below BSD ID Card Policy:**

### **BSD ID Card Policy**

The BSD UChicago ID Cards are issued to individuals who are not eligible for a UC ID with the appropriate approval from a faculty or administrator. You must present a valid photo ID to issue or re-issue your ID. A detailed email should be sent from administrative staff or faculty to Caitlyn Sarna ([csarna@bsd.uchicago.edu](mailto:csarna@bsd.uchicago.edu)), stating as to what access is needed. The fee for an ID card is \$15.00. This can be either charged to a department's account or cash. A receipt can be provided by request.

### **Departmental Use Cards**

Departments can request a limited number of generic temporary card, (not assigned to a particular individual) to issue out and collect at their discretion. These would typically be used for very short term visitors, employees/students who are waiting completion of paperwork to receive their individual UC ID, or as a one day replacement card for someone who forgot to bring their ID to campus.

### **Lost/Stolen Cards**

To report a card lost or stolen, immediately email Caitlyn Sarna, building manager at [csarna@bsd.uchicago.edu](mailto:csarna@bsd.uchicago.edu) and have her suspend your card so no one else can access the buildings. Please include your faculty or administrator on the email to verify access needs. The reissuing of such cards is subjected to a \$15.00 replacement fee.

### **Damaged Cards**

ID cards that are worn or damaged due to normal use are reprinted and replaced for a discounted fee of \$7.00 upon the presentation of all pieces of the old card.

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**Keys:** The Building Manager's office will maintain a master key schedule/log and have the sole authority to order keys within the building. Individual keys will be given to department administrators and it will be their responsibility to issue keys, maintain departmental key logs, and collect keys from departing faculty, staff & students.

Requests for additional keys can be e-mailed to Sonny Debrito [sdebrito@bsd.uchicago.edu](mailto:sdebrito@bsd.uchicago.edu). Requests must come from the administrator maintaining the departmental key log and include an account number to cover the costs of the keys.

### **Mail**

**Incoming:** Building Management will sort all incoming mail (US, Fac Ex, etc) (to department/section level) into departmental mailboxes. Typically performed daily after 10:00am, but on rare occasions, high loads and/or staffing shortages may result in one day delays.

**Outgoing:** A drop box for Faculty Exchange (Fac Ex) is located outside of the Surgery Brain Research institute (5817 S. Ellis Avenue) and the Post Office is located at 956 E 58<sup>th</sup> street behind the University Book Store. Medical Center Mail and 6054 S. Drexel Ave mail requests should be made through Dave Uhter at 773-834-8522 or <mailto:duhter@bsd.uchicago.edu>. US Mail is picked up daily by mail carrier (excluding federal holidays). Fac Ex is picked up daily by Fac Ex staff. Deliveries to 6052 S Drexel and Medical Center will be made twice weekly by bldg staff (except during staff shortages and high load weeks). No other hand deliveries provided.

### **Packages**

**Incoming:** Sorted and distributed to each lab by bldg staff, David Uhter [duhter@bsd.uchicago.edu](mailto:duhter@bsd.uchicago.edu). On rare occasions, high loads and/or staffing shortages may result in one day delays (**excluding perishable and overnight packages**).

**Outgoing:** UPS: Delivery driver will typically take packages that have an appropriate UPS label or have been called in to UPS for pick-up. Those packages may be left with Mark Mendez in the loading dock. Mark Mendez can be reached at 773-702-7353 or at [mmendez@uchicago.edu](mailto:mmendez@uchicago.edu).

FedEx: Delivery driver will typically NOT take outgoing packages. Those packages must be called in to FedEx and a "pick-up" driver will be dispatched.

Fisher & OfficeMax: Delivery drivers will take return packages, but they must have the appropriate labels/authorization numbers.

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Loading Dock Hours are 8:00am - 4:00pm.

When coordinating delivery of large items, request that they be delivered on trucks with a lift gate.

## **Addresses to be Used**

Mail: Individual Name  
929 E. 57<sup>th</sup> Street  
GCIS Room #  
Chicago, IL 60637

Packages: Individual Name\*  
929 E. 57<sup>th</sup> Street  
GCIS Room # **(Very important, do not leave out!)**  
**Lab Name (Very important, do not leave out!)**  
Chicago, IL 60637

\* If there are only four fields for a shipping address when placing an order, combine GCIS Room # & Lab Name on one line and use the lab's faculty name in the Individual Name field.

## **Housekeeping**

Housekeeping in GCIS is provided by a contracted cleaning service. The housekeeping staff are overseen and managed by the Building Management. If you have a comment, concern or would like to request additional services (e.g., extra carpet cleaning), please contact the Building Manager (2-4923 or sdebrito@bsd.uchicago.edu).

## **Maintenance, Grounds, Snow Removal**

Maintenance service, including grounds and snow removal, is provided by the UCMC Plant Department. To report problems (leaks, lights, temperature problems, etc.) please call the order desk **2-6295**. The order desk is available 24/7.

Any maintenance work or modifications to the building (not department equipment) must be approved by the building manager and/or UCMC plant department. Such work may require department funding.

## **Autoclaves and Glass wash Facility**

Autoclaves are located on each floor of the building for department use. Operation and scheduling the use of these autoclaves is the responsibility of the representative departments/sections on the associated floors. Operation includes programming autoclave cycles and general cleaning of the autoclave chamber. Departments/sections are responsible to provide consumable items (e.g., paper) that are part of the equipment's operation.

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Glassware dryers are also located in the facility. Operation and scheduling the use of the glass wash equipment and autoclaves is the responsibility of the Departments and other organizations within the building. Operation includes programming of the equipment and general cleaning of the equipment, including autoclave chambers. Building Management is not responsible for the staff working in the facility, operation of the equipment and doesn't schedule its use. Departments/sections are responsible to provide consumable items (e.g., detergent, paper) that are part of the equipment's operation.

Building Management will establish a preventive maintenance contract for the autoclaves and glass wash equipment in the building. If there are problems with the operation of the equipment, please contact the building manager at 2-4923 or [sdebrito@bsd.uchicago.edu](mailto:sdebrito@bsd.uchicago.edu).

### **Safety**

The University Office of Environmental Health & Safety will provide safety related services to GCIS. For policy and services information, please refer to: <http://safety.uchicago.edu>.

### **Radiation Safety**

The University Office of Radiation Safety will provide radiation safety related services to the GCIS. For Policy and services information, please refer to:

<http://safety.uchicago.edu/radiation/home.html>

### **Biohazard Waste Disposal**

Building Management will place multiple biohazard tubs in the laboratories or lab support rooms on each floor. Biohazard waste should be placed into red bags (or sharp containers) and then dropped into the Biohazard tubs. Building management will collect on a regular schedule, or you can call to report a full tub. Biohazard waste does not need to be autoclaved before being placed in the tubs.

Smaller bench side red bag holders are not provided by building management and must be ordered by the lab or department.

### **Chemical Waste Disposal**

Labs should contact the University Office of Environmental Health & Safety (2-9999) to arrange a pick-up by the University's contracted chemical waste vendor. Building Management will not pick up or dispose of chemicals.

### **Compressed Gases, Liquid Nitrogen, Dry Ice**

CO<sub>2</sub>: Each floor has a CO<sub>2</sub> central manifold where CO<sub>2</sub> tanks are stored and used. Building management will drop off CO<sub>2</sub> tanks to those manifolds as they arrive, and remove empty tanks as well. It is the lab's responsibility

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to connect and disconnect gas cylinders. Indicator tags on tanks must indicate the tank is empty or there must be an attached note with directions to return a tank that still has gas in it.

**Other Gas:** Other compressed gas tanks will be moved into the building's tank storage room. Storage space is very limited, so they should be used for emergency back-up tanks only. Building Management will deliver those tanks to the labs upon request. They will only drop off a tank if there is an approved tank holder to secure it. They will also collect and transport empty tanks to the loading dock for pick-up. It is the lab's responsibility to connect and disconnect gas cylinders. Indicator tags on tanks must indicate the tank is empty or there must be an attached note with directions to return a tank that still has gas in it.

**Liq Nitrogen:** Building Management will deliver liquid nitrogen dewars to the labs on the day they arrive (except during staff shortages and high load days). They will also collect and transport empty dewars to the loading dock for pick-up. It is the lab's responsibility to connect and disconnect liquid nitrogen dewars.

**Dry Ice:** Building Management does not provide Dry Ice. Departments can order if needed. Dry Ice is typically ordered from Pain Enterprises (630-628-9760)

Liquid Nitrogen and compressed gasses can be ordered from the Physical Sciences Division. Orders should be emailed to: [orders@cylinder-gas.uchicago.edu](mailto:orders@cylinder-gas.uchicago.edu)

### **Atrium & Meeting Rooms**

**Schedule & Support:** All reservations can be scheduled by contacting Dave Uhter at 773-834-8522 or [duhter@bsd.uchicago.edu](mailto:duhter@bsd.uchicago.edu) between 8:00am-4:00pm.

### **Telephone Services**

The University Networking Services and Information Technologies (NSIT) department will provide telephone related services to CLSC/Kovler. For Policy and services information, please refer to:

<http://nsit.uchicago.edu/index.shtml>

### **Information Services**

UCMC Information Services (CBIS) will be providing information services for departments. For Policy and services information, please refer to the Help Desk section of the Department Index under the Employee Tools tab of the UCMC intranet site:  
<http://home.uchospitals.edu/>

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The CBIS Help Desk can be contacted at 2-3456.

## **Miscellaneous**

Pets (other than ADA service animals) are not allowed in the building.

Rollerblades may not be worn in the building.

Bike racks are provided on the south side of the building for use by occupants. Occupants may store bikes inside of the building as long as they do not block corridors and emergency egress paths. Bike storage within the building is not provided by Building Management.

The building has been furnished with a framework of garbage and recycling containers. If labs/departments wish to supplement what has been provided, they may order more containers or bring existing ones with them during the move as they see fit.

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## **Building Management GCIS**

		<u>Office</u>	<u>Pager</u>	<u>Home</u>	<u>Cell</u>
Sonny Debrito	Bldg Mgr/Keys	773-702-4923		312-572-9777	773-230-9819
David Uhter	Room Scheduling/Mail	773-834-8522			

Ray Cullen	Facilities Dir. Plant Dept.	702-9980	188-2217		
Judd Johnson	Facilities Dir. Operations	702-8259	188-8495		
<i>Contact Ray, or Judd only for emergencies if other staff cannot be reached.</i>					

## **Medical Center Physical Plant Department**

773-702-6295

*Call to report maintenance issues. Be sure to have room number available.*

## **Housekeeping**

773-702-4923

*Call Bldg Mgr to report issues or arrange additional cleaning. After hours emergencies only call: 708-259-4390*

## **Medical Center**

### **Security**

702-6262

*Call to report security issues within the building and for after hours lock-outs.*

## **University Police Department**

*Call to report security issues outside the building or to report a security or other emergency situation.*

Emergency	123 (Campus phone)
Non-emergency	702-8181

## **University Office of Safety**

702-9999

*Call to report accidents, chemical spills, and other safety issues.*

## **University Office of Radiation Safety**

702-6299

*Call to report accidents/issues involving radioactive material.*