FREEZER CHECK SCHEDULE BY SECURITY

BSB Equipment Monitoring Hours:

    Monday – Friday 7am – 5pm NO MONITORING REQUIRED

    Monday - Friday  6 pm – 6 am (every 3hrs)

    Saturday, Sunday & Holidays   24hrs (every 3hrs)

Security will not enter **Tissue Culture, Chemical Fume Hood and/or Radiation** rooms.

Lab gown and closed-toes shoes must be worn as soon as security entering any lab area. Security does not have to wear gown in hall area.

Security is not allowed to touch any equipment in the lab without the owner permission and without using gloves.

Whenever the equipment alarm goes off, security must first contact the PI’s (on contact list posting either outside of the room doors or on freezers) whether it may be electrical or freezer problems. If PI does not answer, leave message and just wait. Unless security has a written permission to carry out the general procedure to reset the equipment alarm prior to contacting the PI, the security will not touch any equipment or electrical panels.

If security smells something unpleasant or suspect a chemical spill, security must leave the lab area immediately, close the door behind as he/she exiting the room and post a “DO NOT ENTER” sign outside the door. For a SMALL unpleasant smell/spill, immediately notify the PI and wait for him/her to show up. If incase of an extremely strong unpleasant odor/spill occurs, contact the PI and also Paul de Soto (EHSO) at 489-8524.

*All security and must be certified by Paul de Soto (EHSO) prior to entering into the labs.

**Freezer check will be carried out every 3 hours due to the following reasons:**

- Limiting the amount of entering and exiting the lab area and therefore less liability.
- Now that almost every lab has moved in, there are over 100 freezers to be checked. Security will not have enough time to do the round every hour.
- During off hours, -80C and -20C will last at least over 3 hours before samples go bad.
- Security has to do other duties such as monitor the safety of the exterior of the building, and walking students safely to their cars at night.
JANITORIAL SCHEDULE

Janitorial schedule for BSB:

Morning Shift:
  Monday – Friday 7:00a.m - 3:00p.m COMMON AREA CLEAN-UP
  Includes lobby and restrooms

Night Shift:
  Monday – Friday 5:30pm – 9:30pm LAB AREA CLEAN-UP

  Mop Schedule: 1st floor Monday
  2nd floor Tuesday
  3rd floor Wednesday

Weekends: OFF

Note:

All janitors must be certified by Paul de Soto (EHSO).

Each janitor will have a designate area to clean.

Beside from the office area, janitor must wear gloves at all time.

Lab manager must be responsible for placing the regular lab trash bins outside of the lab doors in the corridor before 5:30 pm Monday thru Friday for janitors to empty the trash and change new trash bag.

Janitor will only pick up empty unwanted styrofoam and flatten empty box from the drop-off designate corridor location.

Moping and sweeping will be once a week in the lab area with assigned schedule.

All office areas will be vacuumed daily, except for locked office rooms.

Only dry sweep mopping will be done in the equipment rooms during assigned schedule. Janitor will not enter any lab room unless it is time to do the sweep and mop.

Lab manager should place a note by their doors for paper towels/soap if needed or contact Ms. Deborah Austin directly at 692-0822 or email her at daustin@hawaii.edu.
Notice to Researchers and Other Building Occupants:

**Changes:**
1. Service elevator will be available-for-use only between 7AM-5:30PM Mon.-Fri.
2. Lobby elevators will require access cards to move between floors beginning
   05/02/2006-Pending for testing
3. Mail room will be unlocked between 8AM-5PM Mon.-Fri. by Ancillary Services personnel
4. Stairway access will be limited to each individual’s specifically designated floor

**Continuing/Unchanged:**
1. Office knuckle areas will be unlocked between 7AM-5:30PM Mon.-Fri.
   (including holidays)
2. Door to Third Floor SNRP autoclave will be unlocked between 7AM-5:30PM Mon.-Fri. (including holidays)
3. Door to Second Floor CMB lab will be unlocked between 7AM-5:30PM Mon.-Fri. (including holidays)
4. Parking lots may be accessed and used by all cardholders except between 6AM-5PM Mon.-Fri. (excluding holidays)
5. Cleaning for the Biosciences Building is scheduled for 5:30PM-9:30PM Mon.-Fri. (excluding holidays)