

## Building Policies - Campbell Building

The Policies below are meant to be building specific and are in addition to any university wide policies for building and space use, and or conduct of students, faculty, and staff.

**1.0 Emergency Procedures:** As part of the Office of Emergency Management Multi-Hazard Response Plan.

**1.1 *THERE ARE NO FALSE ALARMS!* Never ignore a building alarm signal, even if you have reason to believe that it may be a drill or in error. Prepare Yourself**

**1.2 Role of Faculty.** Faculty members are seen as leaders by their students and should be prepared to direct their students in the event of an emergency. A head count should be taken before and after evacuation.

**1.3 Designated Essential Faculty and Staff Members.** The designated essential faculty and staff members are heads of their departments. It is your role to ensure all your faculty and staff members are accounted for when an emergency arises. A head count should be taken before and after evacuation.

**1.4 Fire & Evacuation:**

**1.4.1 When exiting in an emergency faculty, staff, and students should assemble on the sidewalk across Campbell if exiting from the main doors or stairwell #1 and #2 from the tower. If exiting from the Kansas doors faculty, staff, and students should assemble on the sidewalk across Kansas.**

**1.5 Shelter in Place:** Refer to separate Campbell Building Emergency Management Plan.

### **2.0 Assignment of offices and workstations**

All offices and workstation locations will be assigned in accordance with University Space Policies by the Building Manager and approved by either the dean of the College of Health Sciences or the designees. The appropriate administrative unit will be responsible for:

- A. The costs associated with activating and maintaining computer and phone connections
- B. The costs associated with the purchase or assignment of all telephone and computer equipment, monthly telephone charges, and maintaining corresponding inventory records.
- C. Requesting keys or key card access for authorized access to building and required areas.
- D. The cost of any repairs to the office space from abuse or misuse.

**2.1 Faculty and staff offices**

The dean will have responsibility for the assignment of the faculty/ staff member, periodic review of those assignments and revisions/reassignments as needed.

- 2.1.1 Each faculty and staff member will have only one university office in the building that is assigned to him/her, regardless of teaching or research activities in multiple locations.
- 2.1.2 Building and furniture design is consistent with intended occupancy. Faculty and staff will be located as close as possible to their associated work group and in the office type designated for their positions.
- 2.1.3 Assignment to single occupancy offices shall be according to the following priority order:
  - 1st priority: Faculty (.50-1.0 FTE) (tenured, tenure track, clinical, visiting)
  - 2nd priority: Managers, Academic departmental/ program administrative support staff
  - 3rd priority: Lecturers and visiting faculty, part-time faculty (less than .50 FTE), but only if part-time faculty offices are unavailable. Student assistants will not be assigned to single occupancy offices.

## 2.2 Employees assigned to workstations in multi- station offices

The dean or the designee will have responsibility for the assignment of employees to workstations in multi- station offices.

- 2.2.1 Assignments to workstations shall be according to the following priority order:
  - 1st priority: Graduate or undergraduate research assistants included in the budget of externally funded projects and programs
  - 2nd priority: Graduate or undergraduate research assistants assigned to approved organized research units (ORUs)
  - 3rd priority: Graduate or undergraduate students working in support of departments, programs, individual faculty or staff.
- 2.2.2 Workstation assignments will be reviewed each semester and revised as needed.

## 3.0 Building security

All users of the building bear responsibility for maintaining building security. Any member of the learning community who observes breaches in security, suspicious persons, vandalism, property theft, forced entry, tampering with proper door closure or otherwise compromising the safety and

security of the building is asked to report their observations immediately to the guard on duty at the front desk and to the Building Manager.

### 3.1 Access Control

- 3.1.1 The dean or the designee, shall approve requests for door keys to offices, classrooms and meeting rooms; and/or key card access to building entrances, the Dean's suite and laboratory spaces.
  - 3.1.1.1 Request can be sent to the Building Manager via email with full name, 80 number, the reason for request, and email address.
  - 3.1.1.2 All faculty, staff and students with academic, research and service-related responsibilities will be granted access as appropriate through keys or key cards.
  - 3.1.1.3 Offices, classrooms, conference rooms, and research laboratories should be locked when unoccupied. A faculty or staff member shall be assigned to lock each area. Ensure all projectors are off and screens retracted, and logged out of the computer system.
  - 3.1.1.4 External and internal key card access points shall be programmed to lock on a designated schedule. When locked, access shall only be provided by key card. Each key card holder must pass his or her card through the access point when locked.
  - 3.1.1.5 One set of duplicate keys for individual faculty/staff offices may be issued to one designee per department/program if approved by the Department Chair or Program Director and Dean. The duplicate keys must be locked in a secure location in a lock box or locked desk drawer.
- 3.1.2 The Building Manager will maintain a log of all keys issued and active access permissions. The log and permissions status will be revised upon the termination of employment or change in status of anyone with access privileges. Supervisors are required to notify the Building Manager of any changes of status of employees or students.
- 3.1.3 Employees and students leaving their positions are required to turn their keys into the Building Manager, and a receipt will be issued.
- 3.1.4 The log of keys and active permissions will be reviewed at the end of each semester to insure that former employees and students have returned keys and access permissions have been changed.
- 3.1.5 Breaches of security, including unauthorized access, sharing card access and keys to gain unauthorized access will be reported to University Police and the appropriate supervisor.

## 4.0 Scheduling Facilities and Equipment

4.1 All building facilities are scheduled through the Deans' office or the designees using the *AdAstra* system.

- 4.1.1 Requests for rooms for events may be made in writing, or by email with the designated contact at least one day prior to the event. The requester will receive a response regarding availability and written confirmation within one business day. It is the responsibility of the requestor to cancel the room reservation when plans change.
- 4.1.2 Class scheduling requests may be made as a block for the semester and should only be submitted once preliminary coordination with all parties has taken place. The Banner system will automatically transfer academic events into the *AdAstra* system.
- 4.1.3 Only university faculty, staff or students, through a faculty member, will be permitted to request use of building facilities and only for university- related purposes. Scheduled building use will only be permitted during public hours of operation. Weekend events are permitted only when security concerns are addressed.

Facilities will be scheduled in the following priority order:

- 1. Classes assigned through AdAstra.
  - 2. College of Health Sciences department, program and committee meetings, advisory boards, lectures, student recruitment events, student orientation events, career fairs, and health fairs, faculty recruitment, special lectures and symposiums.
  - 3. College of Health Sciences student organizations (who make requests through a faculty sponsor.)
  - 4. Other university departments and programs
- 4.1.4 Community organizations must work in collaboration with a university entity, as indicated above and obtain the appropriate permissions to jointly use building facilities.

## 4.2 Room Set-up and Clean Up

The Campbell building manager will monitor and be responsible for the proper use and care of university property during any scheduled event.

- 4.2.1 Requests for use of movable tables and chairs and poster boards must be made at least 1 week in advance of an event. The person or entity will be responsible for the costs of personnel from Facilities Services to set-up and take down required equipment. The requestor may not remove the tables and chairs from the premises and will be responsible for their return in the condition received. If the number of tables and chairs requested is larger than the amount at the

Campbell building then the full quantity will need to be requested from Facilities Services.

- 4.2.2 All signage associated with an event must comply with building signage policies in Section 6.0 below.

#### 4.3 Healthy foods and beverages

To foster a healthy food environment and serve as a leader in promoting healthier choices in nutrition on campus and in the El Paso community, the Campbell building will adhere to a "healthy choices available" policy. The following policies will apply to food and beverages offered at any event or location in the building.

- 4.3.1 Catering and Food Choices:

All catering menus and food preparation for events held in the building shall offer healthy food choice (less calorie dense, lower fat, higher fiber foods and unsweetened beverages.) Examples: fruit or sliced vegetables; bagels and whole wheat breads in addition to donuts or sweet rolls; packaged raisins or nuts in addition to candy dishes; unsweetened ice tea or water in addition to sweetened punch. Student organizations will not solicit support for sale of candy or calorie dense snack foods in the building without offering a healthy alternative.

- 4.3.2 Vending machines:

Unsweetened beverages, such as water, milk or natural juices, will be available in all vending machines in the building. Snack foods offered in vending machines will be sold in appropriate single portion sizes.

### 5.0 Conduct in the Building

#### 5.1 Workplace environment

- 5.1.1 All faculty, staff and students will conduct conversations and meetings in appropriate locations maintaining awareness of volume and content so as to not disturb colleagues, meetings and classes in session.
- 5.1.2 Music and amplified sound shall be kept at a level that doesn't disturb other activities in the building.
- 5.1.3 Faculty and staff will be responsible for the conduct of visitors.
- 5.1.4 Food and beverages: In general, food and beverages may be consumed in lobby and lounge areas only. Meeting rooms also may be reserved for special events involving food.
- 5.1.5 Waste paper and trash: All users of the facilities should clean up after themselves by placing waste paper and other trash, such as beverage and food

containers, in waste receptacles located throughout the building. Use of designated paper “recycling” bins is encouraged as appropriate.

- 5.1.6 Footwear. University environmental health and safety regulations require footwear to be worn at all times in campus buildings.
- 5.1.7 Furniture in common needs to remain in the position that it was originally set and if moved for convenience, needs to be returned to its original position. Resting of feet on chairs or tables is prohibited.
- 5.1.8 No candles, space heater, or other electrical heating devices may be used in building offices. Other electrical heating devices are only allowed in designated kitchen and laboratory areas under appropriate safety conditions.

## 5.2 Classroom conduct

- 5.2.1 Cellular phones should be set to “Mute” (lights, vibrate) so the ringing does not disturb the class.
- 5.2.2 No food or beverages besides bottled water is allowed in classrooms or study rooms.
- 5.2.3 Classroom doors should be locked when not occupied. Computers in classrooms should be logged off when not being used.
- 5.2.4 Classroom chairs need to remain in the classrooms as assigned and if moved around returned to their original positions. Resting of feet on chairs or tables is prohibited.

## 6.0 Signage, walls

6.1 All signage for special events will be posted on easels or use the electronic display, *UTEP Today*. No signs or announcements shall be taped or stapled to walls, doors or glass. Easels may be used to provide signage for special events in public areas.

6.2 Office decor shall be consistent with promoting a professional work environment.

## 7.0 Equipment and Systems

7.1 Any malfunctioning or damaged equipment shall be reported immediately to the Building Manager. This includes heating, cooling, plumbing, electrical outlets, hazards, access malfunctions, locks or lost keys. For an emergency after hours, the University Police shall be notified. The University Policy Department can be reached by dialing 915-747-5716.

7.2 Any malfunctioning audiovisual or computer equipment should be reported to the ILC Supervisor or the UTEP Help Desk (after 5:00 pm and on weekends).

7.3 Videoconferences and other events that are dependent on technical assistance shall be scheduled in advance through the Technology Implementation Manager.

## **8.0 Visitors and tours**

8.1 Tours for visitors are encouraged to the extent that they do not interfere with daily and routine activities being conducted in the building. Interruption of any class activity(ies) is prohibited.

8.2 Group tours involving more than 3 individuals should be scheduled through the Building Manager, so that appropriate arrangements can be made.

## **9.0 Files and Storage**

9.1 Assigned file and storage space should be utilized as intended with appropriate security and access to departments and individuals assigned to file and storage rooms.

9.2 File and storage spaces should be kept neat and clean and secured at all times.

9.3 All storage of hazardous materials must comply with Environmental Health and Safety regulations.