

Facilities Orientation

1. Please post the attached **Emergency Maintenance Phone Numbers** in a prominent place. You should use it for after-hours/weekend emergencies or if facilities personnel cannot be located.
2. **Report all unsafe situations** or equipment to facilities immediately upon discovery. Do not wait.
3. **Never block a path**, walkway, aisle, exit or doorway with anything even for a few minutes. If you see a blocked aisle, clear it immediately. This may be your only path out during an earthquake, fire or chemical spill. Park carts in established locations – out of pathways.
4. **Never leave a wet floor** without cleaning it up or immediately notifying facilities.
5. **Never prop a door open after hours or on weekends.** Theft is ongoing. Never let anyone into the building you do not recognize, even if they are super friendly. They should have their own key.

The Facilities Office is located in building 500. Facilities maintains the Carnegie buildings and grounds only – not Stanford's. This includes anything permanently attached to the buildings plus all growth chambers and -80 freezers. You may, however, see Stanford maintenance men on the Carnegie site mowing the lawns, checking fire alarms etc. We have contracts with Stanford for certain tasks.

Facilities Staff:

Paul Sterbentz – facilities manager x262, building 500, pauls1@stanford.edu

Ismael Villa – facilities technician x384, building 1400, ivc@stanford.edu

Dahlia Wist – Greenhouse Manager x255, building 1400, dahliaw@stanford.edu

Anjelica Vazquez – glassware and grounds, building 100

Ray – part time greenhouse helper, building 1400

Please E-Mail Maintenance Requests – pauls1@stanford.edu All requests for maintenance must go through the facilities manager. **Do not ask Ismael** – this is easy to do since he is a very agreeable person but it places a burden on someone who is already extremely busy with scheduled work.

Small benchtop shakers and centrifuges that need repair can be brought to the building 500 shop for evaluation. Many times they can be repaired with a new belt, or motor brushes. Please tag your equipment with your name, lab and e mail before you drop it off.

Large lab equipment, computer repair or vacuum pumps: Carnegie Facilities does not handle repair for large lab equipment or computers, the exception being freezers, refrigerators and growth chambers. Contact Glenn Ford or arrange for repairs directly with a factory authorized repair station. Vacuum pumps – contact facilities manager.

Lab projects and material for labs: Facilities does not ordinarily build individual lab experiment related projects or order non building related material for labs. However the facilities manager can offer advice related to your project such as where to buy a part or what tool to use for a specific task or even how to accomplish that task.

Machine Shop: If you want to use tools located in buiding 500 you must pass the half hour course and exam. You will then be given a key to the shop. See the facilities manager for details and course materials.

Parking in the Carnegie lot requires either a permanent sticker on driver side back bumper or temporary rear view mirror hang tag. All others will be warned with a ticket the first time and towed after that. See the business manager to find out whether you are eligible to park in the Carnegie lot and obtain the proper permit from the receptionist.

Doors will automatically lock at 5:30PM and open at 8:00AM. Doors remain locked on weekends and holidays. A **Card Key** can be obtained through the business manager to use with card readers on our site. Regular keys and card keys must be returned to the business manager before leaving Carnegie. There will be a charge of \$25 for each key not returned.

Receiving Packages: Building 500 receives UPS, Fisher, EKG, VWR and equipment shipments among others. The reception area in the main building receives US mail, FedEx and ABF among others. Ismael delivers packages from building 500 to the labs every afternoon. If you need it sooner, please come to building 500 and pick it up. You must sign for the package on provided clipboard. Personal packages should be picked up at bldg 500 as Ismael has been instructed to not deliver these.

Cooling and Heating Labs After-Hours: Buildings 100, 200, 300, and 400 are controlled by energy management equipment. Therefore there are no adjustable thermostats on the wall. If you work after hours or weekends you can activate the cooling or heating for 2 hours by pressing the red button on the thermostat. If the thermostat is the type with a display window, you can activate it by pressing the “ON” button.

Light Bulb Replacement for Growth Chambers is generally handled by the end user of the chamber. If you need help getting started, see the facilities manager. Discard used tubes in marked boxes across from restroom in bldg 500. New bulbs are located on shelves as you walk into building 500. If new bulbs won't light see the facilities mgr.

Kitchen: Do not leave anything in the sink. Either wash it by hand or put in the dishwasher. The refrigerator is for short term storage and will be emptied every Friday morning.