

# **BioMed I & II Research Institute**

## **Building Operation and Appearance Guidelines**

### **Revised February 2023**

#### **Introduction**

The purpose of these guidelines is to help BioMed I & II Research Institute personnel work in the building space as it was designed to function and to promote a professional and respectful appearance to the public.

#### **Building Emergencies and Routine Repairs**

In the event of a building emergency, such as a broken pipe or gas/water leak, your first call should be to **Campus Operations at 526-0000**; this will initiate the campus rapid response team. Please make your second call to the Building Manager.

#### **Application and Monitoring**

These guidelines apply to interior and exterior spaces of Bio Med I & II / BMR I & II. All areas where patients, families and guests are present are considered “on-stage”; all areas that are restricted to staff only are considered “off-stage.”

The Building Manager of BioMed Research Institute will oversee the application of these guidelines. Requests for exceptions to any of the guidelines must be pre-approved by him/her. Requests related to adapting or renovating specific work areas, including the addition of electrical outlets, telephone and data jacks, will be evaluated for the most efficient use of UAMS resources, time and effort.

The Building Manager of BioMed Research Institute is responsible for day-to-day issues related to maintenance, housekeeping, and response to damages.

Per UAMS guidelines, all requests to change the occupant, functionality of a space or to obtain new space must be submitted to the UAMS Space Committee through the [MAC \[Move/Add/Change\] Space Form](#) process and preapproved by the division or the Research Space Committee.

All members of the BioMed Research Institute, clinic managers, directors and supervisors are responsible for ensuring that these guidelines are followed in their areas.

#### **Facility Guidelines**

1. **Extension Cords, Personal Appliances, Red Receptacles.** See [UAMS Policy 11.4.07/Campus Operations/Safety](#) for detailed information on electrical appliances, extension cords, power strips, red receptacles, etc.
2. **Telecommunications.** The location and number of equipment data ports, PCs and telephones is based on pre-established guidelines. Any requests to change the number or location of these sites

must be submitted to the area manager or supervisor. To request these changes in the wet lab space, please contact the Building Manager of BioMed Research Institute.

3. **Conference Room Facilities and Other Space.** BioMed Research Institute Administration, faculty and staff have priority in reserving and utilizing BioMed Research Institute space.

#### 4. **On-Stage Building Aesthetics**

- a. Artwork is coordinated with the building décor and selected by the UAMS Facility Planning and Design Planner, the Building Manager of BioMed Research Institute, the Associate VC for Research, and the Vice Chancellor of Research & Innovation.
- b. No personal pictures, art, or certificates should be displayed in any public space such as waiting rooms, hallways, reception or check-in/check-out areas.
- c. Appliances or electronic device may not be plugged in or stored in the corridors.
- d. Nothing can block access to Fire Extinguishers.
- e. No cans or bottles marked Flammable or Poisonous can be in corridors (empty or full).
- f. Signage is standardized for color, location, and verbiage, per UAMS guidelines. If additional signage is needed for any reason, a request should be submitted at the manager level to the Research Institute.
- g. No paper or hand-made signs of any kind may be displayed.
- h. Temporary signage for events must be pre-approved by submitting a request in writing to the Building Manager and must follow the guidelines developed by UAMS Communications and Marketing. These signs may be placed in designated display areas up to two weeks before an event and must be removed within 2 days following the event. Requestors are responsible for displaying and removing their own approved signs.
- i. Nothing should be affixed to walls, doors, windows or other structures with nails, tacks, tape or any other adhesive devices.
- j. Public spaces will be furnished by the UAMS Design Planner, and no furnishings may be moved, added, discarded, or replaced by individuals or departments.
- k. Furniture must match the interior décor of the building. Old furniture is not mixed with new, unless aesthetics match. Personal furniture is not allowed.
- l. Seasonal decorations are coordinated by Research Leadership.
- m. All employees share in the responsibility of keeping the on-stage areas clean of trash/debris.

#### 5. **Off-stage Building Aesthetics**

- a. Off-stage areas, including staff lounges, restrooms, cubicles, workrooms, offices, and research space should remain professional and consistent with the interior décor of the building.
- b. Furniture must match the interior décor of the building. Old furniture is not mixed with new, unless aesthetics match. Personal furniture is not allowed.
- c. Non-work-related personal items in private workstations/offices can help individualize an area but must be consistent with a professional image. Appropriate items include family photos, plants, clocks, etc. Large personal collections of memorabilia are not appropriate.
- d. Cubicles, offices, laboratories, and other off-stage areas should be kept clean of clutter. Empty boxes, dead plants, empty vases, etc. should be removed.
- e. Nothing except the employee's name should be posted on the exterior of lockers.

- f. Doors leading into laboratory areas must display appropriate and laminated emergency and safety information as required by UAMS Occupational Health and Safety.
- g. Any personal appliance or electronic device, such as toasters, fans, space heaters, microwaves, coffee pots, and refrigerators not purchased through UAMS must be approved by UAMS Occupational Health and Safety.

## 6. Equipment/Supplies

- a. Researchers must contact the Building Manager of BioMed Research Institute prior to purchasing equipment to determine if the space desired to house the equipment is available and building facilities can support the new instrument. The Building Manager of BioMed Research Institute will work with UAMS Engineering and Operations to assess infrastructure limitations involving HVAC and electrical capacities.
- b. The location of equipment and supplies has been standardized to ensure consistency in clinical areas and shared research facilities. Requests to alter the functionality of these spaces must be submitted via email to the Building Manager of BioMed Research Institute who will then route the request for appropriate approvals.
- c. On-site storage is a premium in the building; therefore, bulk supply orders are discouraged.
- d. On-site storage of historical paper files is greatly discouraged. Files older than one year that are not accessed routinely should either be scanned for electronic storage or transferred to an off-site storage facility at the expense of the department. The Building Manager of BioMed Research Institute can provide additional information.
- e. Researchers should contact the Building Manager of BioMed Research Institute if they have a need for specialized equipment that may be of value to other cancer researchers. Significant cost savings can be obtained by collaborating with other investigators on service contracts; however, such an arrangement must be preapproved by Research Institute leadership before the equipment is delivered.

## 7. Space Modifications/Renovations Projects

- a. A space modifications or renovations expected to exceed \$15,000 (including construction/labor, equipment, installation) must be submitted to the [Capital Budget Committee](#) using the [Capital Project Request](#) (CPR) form.
- b. The CPR form receive divisional and building preapproval prior
- c. Contact the Research Space Planner for assistance with this form and process

## Utility Failure / Code Purple Emergency Procedure

- **Step 1:** Campus calls the Building Manager of BioMed Research Institute to determine if a code purple needs to be called.
- **Step 2:** Building Manger advises campus as to whether the event warrants a code purple.
- **Step 3:** Building Manager calls or texts Vice Chancellor of Research & Innovation to inform them of the situation.
- **Step 4:** If the Building Manager determines a Research Institute Code Purple should be called, campus will send a Code Purple alert to the following individuals. These individuals may also be called directly by campus to further assess or communicate the situation. Research Institute personnel will inform individuals in their area that need to be informed of the situation. Building

Manager of BioMed Research Institute will inform UAMS Communications so they can appropriately respond to queries.

- **Step 5:** If the Building Manager of BioMed Research Institute determines a campus-wide Code Purple should be called, campus will send out a Code Purple to all UAMS personnel.

**Contact Information:**

NAME	TITLE	EMAIL	PHONE
Dr. Shuk-Mei Ho	Vice Chancellor of Research & Innovation	<a href="mailto:shukmeiho@uams.edu">shukmeiho@uams.edu</a>	
Dr. Mohamed Elasri		<a href="mailto:MOElasri@uams.edu">MOElasri@uams.edu</a>	
Shanon Porterfield	Building Manager	<a href="mailto:SPorterfield@uams.edu">SPorterfield@uams.edu</a>	501-320-7033 ofc 501-834-4140 cell
Mickey Thomas	Research Space Planner	<a href="mailto:Mickey@uams.edu">Mickey@uams.edu</a>	501-686-7418
Research Administration Team		<a href="mailto:ReshAdmin@uams.edu">ReshAdmin@uams.edu</a>	