PURPOSE

This University of Nevada, Reno Facilities Services Department Standard Operating Procedure (SOP) provides guidance to Facilities Maintenance Services (FMS) employees requiring access to restricted areas for the purpose of performing maintenance work or responding to emergency calls for service.

GENERAL

The following areas have special access requirements:
- Cain Hall
- Center for Molecular Medicine (CMM) – BSL 3 Lab
- Church Fine Arts, Sheppard Contemporary Gallery and Virginia Street Gym, Permanent Collection Room
- Computing Center
- Fitzgerald Student Services Cashiers Office
- Mackay Science, Development and Alumni Relations office
- Mathewson – IGT Knowledge Center, Special Collections and University Archives
- Nevada State Health Lab – BSL 3 Lab
- SAGE Building, Terawatt Facility

FACILITIES RELATED EMERGENCIES

For the purpose of this SOP, an emergency is defined as any facilities related event that is or may cause personal injury, damage to property, loss of building function, or harm to the environment. An emergency is an event that requires an immediate response to prevent or minimize loss.
AREA SPECIFIC PROCEDURES

Cain Hall
Cain Hall houses classroom and office space for a variety of different departments. The building has a past history of ventilation problems, and some building occupants are highly sensitive to noise and odors. All maintenance work requires a building occupant notification 48 hours in advance of the work, especially if any activity produces a noise or odor. In the event of an emergency, request assistance from the FMS Service Center to provide the notification in as timely a manner as possible.

Center for Molecular Medicine – BSL3 Labs
The Center for Molecular Medicine (CMM) houses portions of the microbiology, pharmacology, pathology and physiology and cell biology departments and serves as the headquarters for the Whittemore Peterson Institute for Neuro-Immune Disease.

CMM staff deal with dangerous biological agents. To perform this work safely, the agents are contained in a Biosafety Laboratory (BSL) designed to contain the agents through filtered exhaust, proper ventilation and air pressure balance and by restricting access to the laboratory. BSL3 level is required when working with exotic agents that may cause serious or potentially lethal disease after inhalation.

Any FMS personnel requiring access to this area are required to have specialized training before entering and working in BSLs.

- During normal business hours, request access for maintenance work by contacting the Development Technician IV (Mike Maskaly) at 784-6007 to schedule an appropriate time.
- In case of an emergency, FMS staff is authorized to enter the building only not the BSL3 laboratory and must contact Development Technician IV (Mike Maskaly) at 530-7175 as soon as possible after the event.
- Annual maintenance in the BSL3 laboratory is only performed during the annual shutdown as scheduled by Environmental, Health and Safety. For questions concerning the annual shutdown, contact Assistant Director, EHS-LAB Safety (Ben Owens) at 327-5196.
- Custodial Services are not provided to the BSL 3 lab

Church Fine Arts – Sheppard Contemporary Gallery and Virginia Street Gym, Permanent Collection Room
Sheppard Contemporary Gallery is the only professional and contemporary art space on the campus of the University of Nevada, Reno. The gallery is dedicated to experimental visual arts research and houses many pieces that are on loan to the university. In addition to often high monetary value, the pieces of art have stringent contract and insurance requirement. Because of this, access is controlled by the curator.
- During normal business hours, request access for maintenance work by contacting the Director University Galleries (Paul Baker Prindle) at 608-334-2373 to schedule an appropriate time.
- The gallery is alarmed each night restricting routine access to only those that are authorized (FMS is only authorized during an emergency requiring immediate access).
- In case of an emergency, FMS staff is authorized to enter the space, but must contact the Director University Galleries (Paul Baker Prindle) at 608-334-2373 as soon as possible after the event.
- Custodial Services are not provided to the gallery

**Computing Center**
The Computing Center houses IT equipment serving the Nevada System of Higher Education and other governmental agencies. Access is limited to authorized IT personnel.

- During normal business hours, request access for maintenance work by contacting Director Data Center & Facility Plan (Richard Ayala) at 702-720-3261 or Senior Network Analyst (Tom Fishel) at 775-784-1200 extension 3718 or 775-741-8842 (cell) to schedule an appropriate time.
- In case of an emergency, FMS staff is authorized to enter the building, but must contact the personnel listed above as soon as possible after the event.
- Custodial personnel servicing the Computing Center are required to use an additional card access. See your supervisor if you are assigned to the Computer Center area and have not received the training for access and cleaning.

**Fitzgerald Student Services Cashiers Office**
The Cashier’s Office is responsible for student fee assessment and collection, distribution of related fees, and Financial Aid Disbursements (including Scholarships, Loans, Grants, Computer Loan Distribution, Collection of Federal Perkins, Nursing, Primary Care Loans, University Loans, Blundell Loans, and Emergency Loans). The area is alarmed during off hours and access is only authorized in the event of an emergency.

- Custodial Services are only provided during normal business hours

**Mackay Science, Development and Alumni Relations Office**
The Office of Development & Alumni Relations works to communicate the work and mission of the University of Nevada, Reno Foundation. The Foundation safeguards information about alumni, friends of the University, other foundations and corporations. The area is alarmed during off hours and access is only authorized in the event of an emergency.

- Custodial Services are only provided during normal business hours
Mathewson – IGT Knowledge Center, Special Collections and University Archives
The Special Collections and University Archives Department houses, preserves, and provides access to unique, specialized, and historically significant resources to support research, teaching and learning at the University of Nevada, Reno.

Most of the materials in Special Collections pertain to the history and cultures of Nevada and the Great Basin. University Archives preserves the history of the university in documents, photographs, books, and memorabilia.

Custodial personnel servicing the Special Collections area are required to undergo specialized training. See your supervisor if you are assigned to the Special Collections area and have not received specialized training.

Nevada State Health Laboratory – BSL 3 Labs
The Nevada State Health Laboratory (NVHL) deals with dangerous biological agents. To perform this work safely, the agents are contained in a Biosafety Laboratory (BSL) designed to contain the agents through filtered exhaust, proper ventilation and air pressure balance, and by restricting access to the laboratory. The BSL 3 level is required when working with exotic agents which may cause serious or potentially lethal disease after inhalation.

Any FMS personnel requiring access to this area are required to have specialized training before entering and working in BSLs.

- During normal business hours, request access for maintenance work by contacting Admin. Director, Nevada State Health Laboratory (Stephanie Van Hooser) at 682-6205 or 688-1335 to schedule an appropriate time.
- In case of an emergency, FMS staff is authorized to enter the building, but must contact Admin. Director, Nevada State Health Laboratory (Stephanie Van Hooser) at 682-6205 or 688-1335 as soon as possible after the event.
- Annual maintenance in the BSL3 laboratory is only performed during the annual shutdown as scheduled by Environmental, Health and Safety. For questions concerning the annual shutdown, contact Assistant Director, EHS-LAB Safety (Ben Owens) at 327-5196.
- Custodial Services are not provided to the BSL 3 Lab

SAGE Building, Terawatt Facility
SAGE is an acronym for Semi-Automatic Ground Environment. The building is a product of the Cold War period. It is one of 22 identical structures built throughout the United States in the 1950’s to serve the strategic air defense of North America in the burgeoning era of nuclear weapons and inter-continental ballistic missiles. Because the SAGE building housed the earliest vacuum-tube computers, they have massive air conditioning and ducting systems. Each also has a "war room" where air defense strategies were developed. Parts of the movie "Dr. Strangelove" were filmed in one of them.
The SAGE Building in Stead houses ultra-modern research equipment devoted to large-scale science projects, giving the University of Nevada, Reno a significant advantage among universities in training student-researchers.

Some equipment in SAGE is extremely hazardous to humans requiring special training for access. All FMS staff is required to undergo Awareness Level Training to enter the building. Additional training is required if unescorted access is required during normal business hours. In general staff should:
- Schedule maintenance activities with the Director of Scientific Operations (Vern Davis) at 682-9749 in advance
- Check in at the main reception entrance for any work in the building and request an escort to the work area, if located within a restricted area of the building
- Afterhours emergency access is not restricted
- Do not touch or disturb any research related equipment during maintenance activities
- Custodial Services are provided to the building, but require specialized training from (Vern Davis) prior to accessing the restricted areas

IMPLEMENTATION

The Assistant Directors are responsible for the implementation of this SOP within respective area(s) of responsibility.

TRAINING

All FMS supervisors shall receive training on this SOP within 60 days of employment. Supervisors will ensure regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.