

CE-CERT BUILDING ACCESS POLICY (3 BUILDINGS)

The following procedures are to be followed for after-hours access to CE-CERT facilities. 5:01 PM to 7:59 AM M-F, weekends and holidays.

CAEE LAB BUILDING (1200 Columbia Avenue CAEE)

Regardless if an employee has a key or proximity card to gain building access, all employees must check in with the Bourns guard BEFORE entering the CE-CERT Laboratory Building after-hours and on weekends and holidays. {The proximity card is an electronic key}

Undergraduate students and volunteers can only access the CAEE Building during regular business hours. After-hours access will require being accompanied by an appropriate supervisor. Special exemptions may be authorized by a P.I. or the Deputy Director.

In the event that a guard is on rounds, call their cell phone 951-543-5426.

All CE-CERT employees must:

1. Check-in and provide positive ID to the Bourns guard
2. Your name must be on the list provided to the guard by CE-CERT.
If your name does not appear on the list, call (951) 781-5758 and inform the Facilities Manager to add your name.

Electronic doors are installed on the East Laboratory entrance and should be used for access after-hours. The doors are too remained locked after business hours.

The doors can be opened with either an electronic proximity card or an appropriate key. The majority of grad students and employees will be given card access.

EQUIPMENT IN MACHINE SHOP:

When working with equipment in the Machine Shop, please ensure that all safety procedures are followed. It is advisable to inform someone else, if available, in the building that you are going to be working on the equipment.

CHAMBER BUILDING (1086 Columbia Avenue)

Electronic doors on the Chamber Buildings are secure 24/7. They can be accessed with a proximity card during regular business hours: 8:00 AM through 5:00PM Monday through Friday.

CE-CERT employees do not need to check-in with the Bourns guard when accessing the Chamber Building after-hours or on weekends and holidays. It is recommended that you call and advise the Guard of your presence in the facility.

The electronic doors can be opened with either electronic card or an appropriate key.

ADMINISTRATION BUILDING (1084 Columbia Avenue)

The front facing electronic doors on the Administration building will remain open during regular business hours, 8:00 am until 5:00 pm, Monday through Friday. These doors will remain locked after-hours, weekends and holidays, CE-CERT employees do not need to check-in with the Bourns guard when accessing the office building after-hours, on weekends and holidays. It is recommended that you call and advise Guard of your presence in the building

The electronic doors can be opened with either an electronic card or an appropriate key.

General Requirements

Undergraduate students and volunteers can only access the Admin., Chamber, and CAEE Buildings during regular business hours. After-hours access will require being accompanied by an appropriate supervisor. Special exemptions may be authorized by a P.I. or the Deputy Director.

Separating personnel:

Access will be denied at the time of separation. If a time-sheet is not turned by the 20th (unless requested earlier) it will be assumed that that person has separated. Access will be denied on the 25th.

New personnel:

Access will not be granted until the Lab Safety Orientation class is completed (2 week grace period) on the EH&S website. A safety walk/brief must also be completed with the CE-CERT Safety Manager.

Proximity Card Renewal:

Twice per year (June 30 and December 31) all undergraduate and volunteer electronic access will expire--requires reauthorization from PI.

Graduate students: on June 30 all electronic access will expire--requires reauthorization from PI.

SAFETY:

Employees need to be particularly aware of UCR safety policies and procedures when working after hours and on weekends and holidays. Lab operations require that you have completed the EH&S Safety Course and read and understand the provisions of UCR / CE-CERT Chemical Hygiene Plan.

In the event of an emergency, please contact 9-911. Contact the Bourns guard at Extension 5366 or call the cell phone at (951) 543-5426 and give the guard the pertinent information. The Bourns guard will contact the Facilities Manager for CE-CERT and the Bourns Facilities Manager as required. Additional emergency information is posted on the CE-CERT Bulletin board in the CAEE and Chamber Laboratory Buildings.

FAMILY AND FRIENDS:

Entry and control of visitors and minors is determined by UCR Policy

Gates:

The gates in the rear of the facility must remain locked unless being used. This includes the gate to the biomass area. If you unlock it to work in the area, you must lock it back up when you are finished in the area.

SIGN-IN WITH BOURNS GUARD:

If an employee signed-in with Bourns guard, he/she must sign out with the guard when leaving the CAEE Laboratory Building after-hours, on weekends and holidays.

When entering the facility after-hours, you must ensure that all doors remain locked behind you. In the event a door needs to be left unlocked for a period of time to accommodate the moving of equipment and/or supplies, it is the responsibility of the individual who unlocked the door to lock it up prior to leaving the area. In the event that an individual is witnessed not complying with this protocol, disciplinary measures will be enforced up to and including the termination of the individual's access to the facility during non-business hours.