

Boyer Hall Facilities News

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Plumbing Improvements

You may notice some plumbing work underway at Boyer Hall. This work is a direct result of the discussion we had with UCLA Facilities in May of this year. The work in progress includes the replacement of two heat exchangers and the reconfiguration of some of the existing infrastructure to ensure that untreated water is not sent to the roof (reducing the risk of corrosion). Additionally on the east side of the building (in your lab utility closet) we will be removing a 10" pipe and filling in the opening with concrete. This removal will require the use of cutting torches and when we begin the work we will need the affected labs to empty the contents of those closets while the pipe removal takes place. The costs for the current plumbing work will likely exceed \$100K, with other improvements still being considered. We will not be able to completely eliminate the possibility of leaking pipes, but this is an important step in reducing the risk and severity of potential leaks.

Defrost Time



If you are looking to defrost your freezer, now may be a good time. We currently have -80 space available. Please contact Shawn Lockard to check availability, and schedule freezer space. Keep in mind that the contents of chest freezers are sometimes dimensionally incompatible with our upright freezers.

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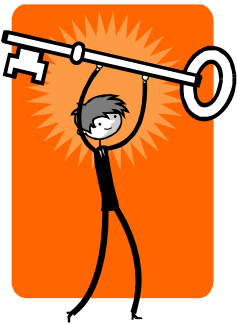
HVAC Upgrades

We are well underway with our work on the HVAC system. Currently we have completed approximately 25% of the planned maintenance. Two engineers have spent the past three months replacing actuators, actuator motors, thermostats, and mixing boxes, as well as changing the volume of air delivered to many of the office areas. The work will likely be on-going until summer. We will continue to minimize the disruption wherever possible.

Thank you for your patience and cooperation.

Please contact Shawn Lockard at X58887 with any questions you might have.

Lost Key Costs- Explained



There have been some questions regarding recharges for missing or lost keys. The audit process is on-going and will take until mid January to complete. We will be looking at departing lab members that did not surrender their keys for the last quarter (Oct – Dec) of 2007 and recharging their respective labs for the cost of missing keys. The up-coming policy change was first announced in March of this year, and its implementation delayed until October, providing a significant window of opportunity for labs to comply before falling under the policy. Our preference is to have the keys returned. The additional administrative tasks and costs associated with recharges and FSR(s) for key replacement, as well as weakened security, make this an undesirable alternative to recovering the keys.

Please be vigilant and have departing lab members return their keys.

Thank you for your assistance.

Smoking Areas- Reminder



Just a reminder that smoking is not permitted within 20 feet of a pedestrian entrance to campus buildings. We have removed the ash cans from the stairwells, and respectfully request that people observe university policy and refrain from smoking in the stairwells. We will be placing signage in the stairwells in the near future. Please advise staff and students of the university's policy: available at this address: http://www.adminvc.ucla.edu/appm/public/app_0810_0.html

The observance of this policy is a university mandate. Individuals ignoring the policy may lose their Boyer Hall key privileges.

http://www.adminvc.ucla.edu/appm/public/app_0810_0.html

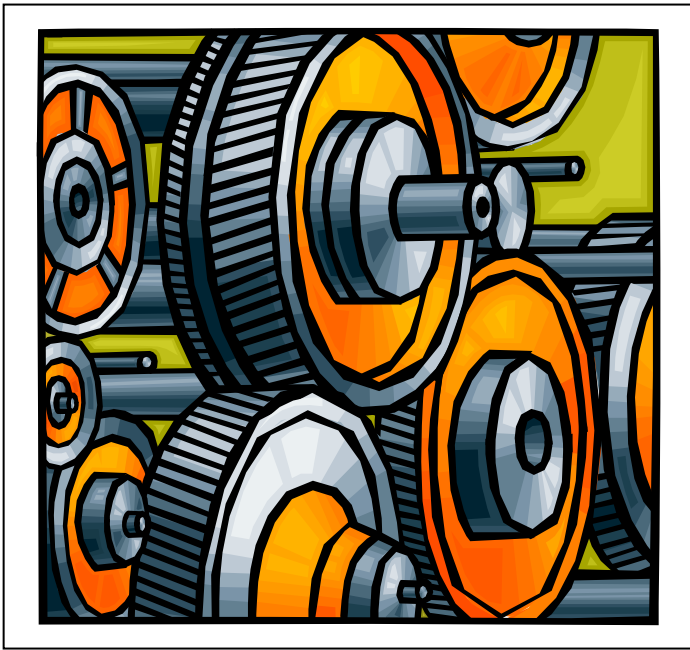


Boyer's Corridors

We will be making a concerted effort to clean up the corridors over the coming months. We wanted to remind everyone of the information that we provided last month. Electronic waste is not a regular trash item. This means that placing it outside your lab or dumping the item elsewhere in the building only means that it will stay there. This includes computers, monitors, printers, televisions, and unwanted lab equipment. On a similar note, freezers and refrigerators contain refrigerant that must be removed by Facilities before disposal. Additionally, Facilities should be advised to remove the refrigerator/freezer for disposal, after recovering the refrigerant.

Please help us keep these items out of the halls and corridors, make arrangements with your home departments to dispose of these materials through an FSR.

Please contact Shawn Lockard X58887 for questions or concerns associated with recycling and disposal.



**Equipment
Purchase
Checklist**

We have developed a checklist for equipment purchases. This form does not address every conceivable issue associated with the purchase of new equipment. It is not intended to replace, but rather augment your own internal processes. It offers some common issues that might otherwise be overlooked when purchasing equipment. It is not a requirement that it be returned to the Building Manager, however given the opportunity, I will be happy to review your checklist and offer guidance on potential issues that might delay the installation.

This checklist is provided in PDF, you may obtain an electronic version with active fields allowing entry of data by contacting me at: slockard@mednet.ucla.edu

Regards,

Shawn Lockard (X58887)

**Equipment Purchasing Checklist for Researchers
Molecular Biology Institute**

Purpose of checklist: To assist researchers in navigating the purchasing and installation process.

Equipment Name:

Model

Vendor:

Vendor contact name and phone #:

List Price:

Lab PI:

Lab Contact:

Space:	Dimensions: Width	Height	Depth	*Other:
	*Allow for space to open doors, lids, access for service if not on wheels, etc. For equipment that generates heat, allow 2-3" (or mfg. recommended clearance) for air circulation on each side and back.			
	Will equipment fit in space provided? <input type="checkbox"/> Fit in Elevator? <input type="checkbox"/> Require professional movers? <input type="checkbox"/>			

Facilities:	Indicate special utilities or facilities needed. Check all that apply. Notify Building Manager to discuss timeline for changes if modifications are necessary. Facilities changes require 6-8 weeks notice.			
	<input type="checkbox"/> Dedicated circuit		<input type="checkbox"/> CO2 connection	
	<input type="checkbox"/> ___V: specify amps needed:		<input type="checkbox"/> Gas connection	
	<input type="checkbox"/> Special electrical plug (attach diagram)		<input type="checkbox"/> Air connection	
	<input type="checkbox"/> Other special electrical: specify:		<input type="checkbox"/> Water connection: Specify type:	
	<input type="checkbox"/> Anchoring		<input type="checkbox"/> Hook up to alarm (-80 freezers).	
	<input type="checkbox"/> Other (specify):			

Quote:	<input type="checkbox"/> Obtain quote from vendor. Include: <input type="checkbox"/> Complete list and price of all accessories <input type="checkbox"/> Negotiate for free delivery, including to lab <input type="checkbox"/> Negotiate for free uncrating <input type="checkbox"/> Negotiate for free installation <input type="checkbox"/> Negotiate for free extended warranty/service <input type="checkbox"/> Negotiate for desired shipping date <input type="checkbox"/> Negotiate for desired arrival date <input type="checkbox"/> Negotiate for desired installation date <input type="checkbox"/> Submit quote to Department Purchasing		If equipment is a replacement: <input type="checkbox"/> and is of no value/use to department: <input type="checkbox"/> Negotiate for credit on trade-in of old model OR <input type="checkbox"/> Negotiate for free disposal <input type="checkbox"/> Notify Building Manager to advise if EIMR is needed <input type="checkbox"/> and is of value to department (and not traded in): <input type="checkbox"/> Notify Building Manager or Home Department to coordinate disposition of old model and EIMR.
	Delivery Site: _____ Contact person: _____ <input type="checkbox"/> Notify Bldg Mgr of expected delivery date to discuss move from dock to lab, if needed. (minimum 2 weeks notice).	<input type="checkbox"/> When you receive PO# from Dept. Purchasing, call vendor to verify PO received and to confirm delivery date and location Delivery date _____ Other: _____	

Disposal of Old Equipment	<input type="checkbox"/> Can old equipment be removed before new equipment arrives? Discuss with Building Manager when order is placed, or at least 6-8 weeks prior to arrival of new equipment <input type="checkbox"/> Decontaminate (10% bleach) prior to removal from lab. Complete Decontamination form. Submit w/ EIMR. <input type="checkbox"/> Obtain Radiation Safety clearance prior to removal from lab, if used for radioactive material. <input type="checkbox"/> Complete EIMR
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SUBMIT COMPLETED FORM TO BOYER HALL BUILDING MANAGER



DECEMBER

MBI LAB MANAGER MEETING

NO LAB MANAGER MEETING IN

DECEMBER

BOYER DOCK HOURS

PLACE: BOYER DOCK

DATE: MONDAY – FRIDAY

TIME: 7:00AM 4:00PM

CHEMICAL WASTE PICK-UP

PLACE: OHRC

TIME: 10:30-11:00 AM

DAY: EVERY MONDAY

RADIOACTIVE WASTE PICK-UP

PLACE: BOYER DOCK

DATE: EVERY WEDNESDAY

TIME: 9:00 -9: 30AM

MBI HOLIDAY BASH

PLACE: ROOM 159

DATE: DEC 13TH

TIME : 3:00-4:30

CAMPUS SHUTDOWN

DAYS: DEC 22- JAN 1

NO ADMINISTRATIVE SERVICES

AVAILABLE DURING SHUTDOWN

December 2007						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					30 Lab Manager Meeting 9:30 am Room 130	1
2	3	4	5	6	7	8
9	10	11	12	13 MBI Holiday Bash! 3:00-4:30 Room 159	14 Quarter Ends	15
16	17	18	19	20	21	22
23	24 University Holiday	25 University Holiday	26	27	28	29
30	31 University Holiday	1 University Holiday				