

Beaty Biodiversity Centre

2212 Main Mall, UBC, Vancouver BC V6T 1Z4

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1) Fire & emergency procedures. Dial 911.

If you discover a fire:

Leave the fire area.

Immediately sound the fire alarm by activating the nearest red alarm pull station.

Call the Fire Department. Dial 911.

At your discretion attempt to control the fire with available fire equipment.

Close doors behind you, leave the building by the nearest safe exit.

Do NOT use the elevators.

When you hear the alarm:

Leave the building immediately by the nearest safe exit.

Close doors behind you.

Remain Calm.

When you have reached the outside, move away from the building and go to the designated assembly area.

Call the Fire Department. Dial 911.

Do NOT go back into the building for any reason. The Fire Dept. will advise when it is safe to do so.

The **Designated Assembly Area** for this building is: Southwest side of the building on the grass adjacent to Main Mall. Do not assemble on the courtyard, in case the museum below begins to burn.

For **First Aid**, call 2-4444

2) Trouble calls. Dial 2-2173.

For building problems such as floods/leaks, power failure, lack of heat, etc., please call Trouble Calls at 2-2173. If it is a significant problem, please also inform the Administrator (2-0862) or in an emergency call 604-802-6330. Note that we are not permitted to reset breakers ourselves, please call Trouble Calls.

3) Security. Dial 911 in emergency. Dial 2-2222 for Campus Security.

All building access is controlled by fobs. Two doors provide open access during working hours (Mon-Fri, 8am-5pm): at the south west corner of the courtyard, and from the courtyard patio. Please direct your visitors to these doors. Please do not prop exterior doors open at any time, and when you leave the building please check that the door closes behind you. Windows at ground level can be opened wide or can be locked at approx 4 inches. Please ensure that windows are locked when you leave the room. Laptop computers and other valuables should be locked in desk drawers when not in use. Desktop computers can be attached to desks with a cable. Please call John in Dept. Botany (2-4885) or Bruce in Dept. Zoology (2-3387) for assistance with installing a cable.

4) Shipping/receiving

Shipping/receiving should normally be done through Botany/Zoology stores in the Biosciences building (2-5040). If you need to have a large piece of equipment delivered to the Beaty Biodiversity Centre, please arrange to meet the driver at the loading bay on the east side of the building (approached from East Mall, opposite Hospital Lane, <http://www.biodiversity.ubc.ca/research/contact.html>).

5) Keys/I-cards

Cards for building and lab access, and keys for office access, can be obtained through Leby Balakshin in room 112 (admin@biodiversity.ubc.ca). Please note that requests for access should be sent *by the supervisor* by e-mail, and should contain the following information: Full name, status on campus (e.g., MSc student, sabbatical visitor), student or employee number, and e-mail address.

6) Campus mail

There is no campus mail delivery or pickup for the Biodiversity Research Centre. Mail should be addressed to the Botany, Zoology or EOS Department as appropriate.

7) Courtyard

Never drive stakes or pegs of any kind into the grass in the courtyard. The grass is a green roof covering the collections area; stakes could puncture the membrane and cause leaks.

The courtyard should be considered a meadow rather than a lawn. The meadow was seeded seven different types of grass, and should be mown only once a year in the fall after the seeds have fallen.

8) Room bookings

To book a meeting room in the Biodiversity Research Centre, please see: http://www.biodiversity.ubc.ca/room_booking/. You will need a ZCU login to book a room yourself, otherwise email your request to **room_booking@biodiversity.ubc.ca**. To arrange a ZCU account see "ZCU membership" link from <https://www.zoology.ubc.ca/zcu>.

9) Office information

Philosophy: Offices are assigned to foster communication and integration across labs, with a goal that each office should house students from more than one lab. With that goal in mind, we wish to have a flexible system, and students can request to move offices when/if spaces become available (see next item).

Directory: A computerized office space list is available at: <http://www.biodiversity.ubc.ca/where/> This website enables people to look up room numbers and to request office changes. All changes must be approved by the Administrator or the BRC Director.

Breakers: Call Plant Ops Trouble Calls at 2-2173 if a breaker flips. We are not permitted to reset them ourselves.

Walls and doors: Please do not attach anything to the doors, and do not install heavy bookshelves etc. on the office walls unless supported from the floor.

10) Office Equipment

Photocopier: There is currently one copier located in room 229 accessed through the 2nd floor kitchen. To obtain an access code, please complete a request form which can be found in room 229, and give it to Lebbby (room 112)

or directly to Scott Usher in Botany/Zoology Stores. Copier paper can be obtained from Scott Usher in Botany/Zoology Stores.

Fax: There is not currently a general use fax machine in the building. Please use the fax machines in the Botany/Zoology/EOS offices.

Phones: All office and lab phones are VOIP (voice over IP) and should work in any outlet. However, for emergency and security purposes, all phone moves should be reported to your dept. administrator so that the central records are current. If you have moved your phone and not reported it, a 911 call will direct emergency crew to the original location of the phone. We plan to install regular land line phones in 029, 129, 229 and 329 which can be used in an emergency if the VOIP phones are down.

11) Lab Information

Emergency Power: Equipment plugged into a red socket is on emergency power. Please note that service is not uninterrupted, and there will always be a 'blip' as the emergency power kicks in.

Lab aisles: The minimum width for aisles in labs is 110 cm. Please do not block the aisles with furniture or equipment.

12) Lab Equipment

Autoclaves: There are two autoclaves located on the lower level in room 053. Instructions are posted. If you have questions, please contact: Anastasia Kuzmin (kuzmin@biodiversity.ubc.ca).

Fumehoods: Alarms will go off if the sash is raised for a long period of time above the arrow; the alarm should turn off momentarily if you lower the sash. If the alarm goes off while in normal use (sash below the arrow), call Plant Ops Trouble Calls at 2-2173.

Icemakers: There is one icemaker on the Lower floor in room 054 and one on the third floor in room 329.

Environment chambers: There are three environment chambers in the building, assigned to the Whitlock, Maddison, and Aviles labs. Contact the PIs to see if access might be possible when not otherwise in use.

13) Waste and Recycling

Biowaste: Storage is available in room 153 by the Loading Bay for glass and biowaste. Users must sign a form and obtain a key from Lebby (<http://www.biodiversity.ubc.ca/research/resources/BRCWasteDisposal.pdf>). Each bag must be tagged; tags can be obtained from Bang Dang from Health

Safety & Environment (2-1285, bang@interchange.ubc.ca) or from Scott in Stores (2-5040). If the area is getting full, please contact Bang Dang for a pickup.

Recycling: Please empty your own recycling container and mini garbage bin into the receptacles by the kitchens.

Compost: There are small green bins in each kitchen area for compost. If you see that one of these needs emptying, please take down to the loading bay and empty it into the big green compost bin there.

14) Heating and cooling

Offices: the heaters under the windows are controlled centrally by the UBC steam plant. When the heat is on, you can control the heat to some extent using the black knobs. They need to be turned many times (perhaps 30) to completely open or close the vent; please stop turning as soon as you feel resistance as the knobs break easily. There are replacement knobs in the Administrator's office.

There is no mechanical cooling for the offices. The grid on the exterior of the building is designed to cool the building in summer and warm it in winter (!). All the offices are supplied with blinds which in combination with open windows should keep the offices cool. Please ensure that windows are locked closed when you leave.

Labs: The labs are air-conditioned; please do not prop open the lab doors, as this wastes energy. There are separate temperature controls in various sections of the labs, but these only allow minor adjustments.

15) Computer information

Computer Accounts and Access: The Zoology Computer Unit (ZCU) is located on the first floor, rooms 121-126. To arrange a ZCU account see "ZCU membership" link from <https://www.zoology.ubc.ca/zcu>.

Computer listservs: There are two main listservs that we use in the Biodiversity Research Centre. The main mailing list that should be used for announcements to the broad community of biodiversity researchers (seminars etc.) is research@biodiversity.ubc.ca. To subscribe, please send email to research-request@biodiversity.ubc.ca with the word "subscribe" as the subject. To get off the list, do the same, with "unsubscribe" as the subject.

A second listserv, building@biodiversity.ubc.ca is for the building occupants only and should be used for announcements that are building specific (e.g., about equipment). Occupants of the Biodiversity Research Centre are automatically included on this list.

16) Contacts

Website – <http://www.biodiversity.ubc.ca>

Biodiversity Research Centre:

Director

Sally Otto, room 210, otto@zoology.ubc.ca
phone 604-822-2778. Emergency only, call 1-770 715 3153

Acting Director, July 2011 – June 2012

Patrick Keeling, room 341, pkeeling@mail.ubc.ca
Phone 604-822-4906

Administrator

Lebby Balakshin, room 112, admin@biodiversity.ubc.ca,
phone 604-822-0862. Emergency only, call 604-802-6330.

Beaty Biodiversity Museum:

Director

Patrick Lewis, room 115, palewis@mail.ubc.ca
phone 604-862-5805

Administrator

Susana Leon, room 115, administration@beatymuseum.ubc.ca
phone 604-827-4955