

Beatty 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 (near The Niche Café). 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 778-870-4295. 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 cards/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. **Deadbolts on office doors should be used at night and at weekends.** 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 Katie Beall in room 112 (brcadmin@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, duration of visit, and e-mail address.

6) Campus mail

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

7) Biodiversity Courtyard and Green Roof

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.

8) Room bookings

These rooms are designed for BRC educational and business meetings.

111 Jamie Smith Room (max capacity 10): projector, telephone, and big screen LED monitor

224 Ralf Yorque Room (max capacity 25): projector

225 Tony Sinclair Room (max capacity 16): projector

303 Darwin Room (max capacity 16): projector

304 Wallace Room (max capacity 12): **NO** projector

**you will need to bring your own laptop. Mac adaptors are available from Andy LeBlanc in room 123 or email andy@zoology.ubc.ca

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: An office space list is available at:

<http://www.biodiversity.ubc.ca/where/> If you would like to change your office, please send your request to brcadmin@biodiversity.ubc.ca. 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 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 directly to Scott Usher in Botany/Zoology Stores. Copier paper can be obtained from Scott Usher in Botany/Zoology Stores.

Fax: There is no 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. There is a regular land line phone in 129 (first floor kitchen) which can be used in an emergency if the VOIP phones are down. 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.

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. Please do not use this ice for drinking.

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 request a key from Katie Beall (room 112) (<http://www.biodiversity.ubc.ca/research/resources/BRCWasteDisposal.pdf>). Each bag must be tagged; tags can be obtained from Bang Dang from Risk Management Services (2-1285, bang.dang@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 blue **paper** recycling container, mini garbage bin, and **cans/plastics** into the receptacles by the kitchens.

Batteries can be deposited in the collection box in the middle of the first floor recycling section.

Styrofoam boxes and blocks can be placed in the loading bay for collection. Styrofoam packing peanuts are NO LONGER ACCEPTED by the recycling company due to restrictions of their process and equipment.

Silica gel packets can be deposited in the collection box in the middle of the first floor recycling section. These are used by the Herbarium.

Lab plastics program: See

<http://riskmanagement.ubc.ca/environment/laboratory-plastic-recycling> .

Compost receptacles are located in each kitchen area.

14) Kitchens

There is a kitchen on each floor, and everyone is welcome to use the fridge, microwave, kettle etc. If you are using the kitchen, please also do your share of the cleanup. Perhaps clean the microwave or a shelf of the fridge while you wait for the kettle to boil? Empty the compost bin into the big green bin on the loading bay? Clear off the kitchen counter? These things are in no-one's job description, it is up to all of us.

15) 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.

16) 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).

To subscribe, please send email to building-request@biodiversity.ubc.ca with the word "subscribe" as the subject. To get off the list, do the same, with "unsubscribe" as the subject.

17) 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 1-512-417-3800

Administrator

Katie Beall, room 112, brcadmin@biodiversity.ubc.ca
phone 604-822-0862. Emergency only, call 778-870-4295

Beaty Biodiversity Museum:

Director (on sabbatical starting September 2014)

Eric ('Rick') Taylor

Acting Director

Darren Irwin, room 209, irwin@zoology.ubc.ca
Phone 604-822-4357

Administrator (on leave until April 2015)

Evan Hilchey

Interim Administrator (August 2014-March 2015)

Clare Cullen, room 115, ccullen@mail.ubc.ca
phone 604-827-4807