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| BSB Policies and Procedures  Fall 2022 |

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**Contact Information**

**BSB Director Office D.111**

General Office Number………………………………………………………………254-710-2400

BSB/Mass Spec Director

Chris Becker, PhD

Office Number…………….………..……………………………..…………..254-710-2309

Cell number……………………..………………………………………..…….254-744-1019

Building Operation/Stockroom Manager

Lisa Rowe, MSED

Office Number…………………..……………………………………….……254-710-2406

Cell number………………………….…………………………………...…….254-709-1708

Office Manager

Natashia Howard, BS

Office Number…………………………………………………………...……254-710-2402

**Other Important Numbers**

Baylor DPS ………………………………………..……………………………..………254-710-2222

Aramark Service Desk ……………………………………………….………………254-710-1361

**Building Hours**

Normal Fall/Spring building hours are:

* Monday – Friday 7:00 a.m. – 8:00 p.m.
* Saturday & Sunday CLOSED

The building is closed on University holidays.

Summer building hours are:

* Monday – Friday 7:00 a.m. – 5:00 p.m.
* Saturday & Sunday CLOSED

All Undergraduate students enrolled in a class held in the BSB will have swipe access to enter the building during the following hours:

* Monday – Friday 7:00 a.m. – 8:00 p.m.
* Saturday 8:00 a.m. – 5:00 p.m.

**General Policies**

1. Bicycles, skateboards, roller blades, scooters, skate shoes and other related items are not permitted in the Baylor Science Building. Bicycle and skateboard racks have been placed outside for use
2. No pets are allowed. Service animals as defined by Baylor Policies will be permitted. <https://www.baylor.edu/oala/index.php?id=972932>
3. Food and beverages should be kept in designated areas.
4. Baylor is not responsible for lost or stolen articles.
5. The BSB reserves the right to take any action necessary to preserve the safety of the facilities, programs, and patrons.
6. Everyone in the building is expected to conduct themselves in a manner that supports the University Standards of Conduct. Should an incident occur that results in the lack of cooperation of an individual/group, Baylor Police or the Office of Judicial Services may be contacted for further action.
7. No open flames other than labs are allowed in the building. This includes candles in offices.
8. Extension cords and multi-plug outlet covers are not allowed on campus. Fridges, microwaves, and Minifridges must be plugged directly into wall outlets.

**Prohibited Items and Activities**

Events must be consistent with the educational and professional environment of the Baylor Science Building and not simply social in nature. Events not permitted include mixers, talent shows, social movie nights, pageants, dances, dinners (unless a part of an educational and professional program), fashion shows, etc. Loud music, DJs and bands are also not permitted.

*Decorations:*

* No nails, tape, tack, staples, hooks, command strips are to be used in shared spaces, classrooms, or hallways.
* No crepe or tissue paper
* No paper ribbons
* No glitter or confetti
* No additional lights (unless specifically approved)
* All other things of this nature are prohibited.

*Flammable Material:*

* No straw, hay, evergreens
* No candles, open flames (other than labs)
* No paint, spray glue, spray paint or aerosols
* No painting in rooms
* All other things of this nature are prohibited

*Smoking/Tobacco Products:*

* Baylor University is a tobacco-free, smoke-free campus
* The use of any form of tobacco is strictly prohibited in and outside of all University-owned buildings, including those located on campus, in Waco and other cities, as well as parkin lots, garages and sidewalks.

*Other:*

* No animals, except for specifically trained service animals
* No firearms or weapons of any kind
* No alcohol, illegal drugs, or other illicit substances
* No unauthorized publications and postings (See Poster/Flier Procedure)

**Room Reservations**

All academic scheduling will be conducted using the University’s official room scheduling software. All rooms designated as Classrooms (as identified by the National Center for Education Statistics) will be shared classrooms. Departments will have priority scheduling in their “home” building, if practicable and space allows. Centralized scheduling decisions are made by the Office of the Registrar and will be based on section capacity, pedagogical need, and space utilization

In compliance with City Fire Codes, each room has been set at maximum capacity.

* All BSB room requests must go through[**Astra**](https://www.aaiscloud.com/BaylorU/default.aspx?home) and contain **all** required information filled in (room number requested, dates, times, number of people, details/description of event, faculty member and department overseeing, a/v needs, etc.)
  + Request will be declined if information is missing.
  + Instructions on how to submit a request can be downloaded [**here**](https://www.baylor.edu/content/services/document.php/104147.doc).
* Astra will not allow requests more than 16 weeks in advance or less than 72 hours in advance.
* A confirmation email will be sent once the request is approved. Print and keep confirmation to present as validation of the reservation of the room.
* Any changes or cancellations to requests must be emailed to [**bsb@baylor.edu**](mailto:bsb@baylor.edu). ***Please do not submit a new request for an existing reservation.***
* If the room requested is not available, an alternate room, based on availability, will be assigned or other recommendations made.
* All rooms must be returned to their original setup.
* Furniture and equipment **may not** be moved from one room to another.
* The back patio, and 2nd floor elevator landings of the BSB are available for reservations for events. The same process is followed to submit a request for these areas in Astra. When filling out the form, in the “Assign a Room” tab, select the area desired.
  + For any tables and chairs needed, a work order must be placed to [**Baylor Facility Services**](https://www.baylor.edu/facility_services), select “Submit Service Request” on the webpage.
  + Requests must include setup and take down dates and times, instructions of the setup, and that the area used needs to be cleaned.
* BSB Scheduling Priorities:
  1. **BSB courses, exams, SI Sessions, & BSB Department requests**
     + All class and labs are requested through the Registrar’s Office.
       - Any classroom or lab change requests must also go through the Registrar’s Office.
     + All Final Exams are scheduled by the Registrar’s Office.
       - Contact the Registrar’s Office if changes are desired.
     + Make-up exams must be put into Astra with the information of what department, professor, course, and student included.
     + Requests will not be reviewed until the second week of semester on a first come, first served basis.
  2. **BSB student groups**
     + First must get approval though Student Activities **and** fill out a [BSB Usage Agreement](https://www.baylor.edu/bsb/doc.php/381621.doc) form each semester. This must be turned in **before** putting requests into Astra.
     + Requests will not be reviewed and processed until the third week of semester on a first come, first served basis.
     + **Room Requests are not approved until you receive a confirmation email from Astra.**
  3. **Other BU departments**
     + Requests will not be reviewed until the second week of the semester on a first come, first served basis.
     + **Room Requests are not approved until you receive a confirmation email from Astra.**
  4. **Other student groups**
     + Must get approval though Student Activities **and** fill out a [BSB Usage Agreement](https://www.baylor.edu/bsb/doc.php/381621.doc) form each semester. This must be turned in **before** putting requests into Astra.
     + Requests will not be reviewed until the third week of semester on a first come, first served basis.
     + **Room Requests are not approved until you receive a confirmation email from Astra.**
  5. **External Groups**
     + External groups wanting to hold an event on campus must first make their request through the Baylor Institutional Events office.
     + For details and policies visit the [**Baylor Institutional Events website**](https://www.baylor.edu/events) or call 254-710-4150.
     + All groups are subject to the [**Facilities Use and Campus Solicitation Policy**](https://www.baylor.edu/student_policies/index.php?id=32252) and the [**guidelines of the Baylor Sciences Building**](https://www.baylor.edu/bsb/index.php?id=930513).
     + Following the approval of Baylor Institutional Events, External groups may contact the BSB Director’s office at [**bsb@baylor.edu**](mailto:bsb@baylor.edu) or 254-710-2402.

**CARD-SWIPE ROOM SCHEDULING**

To enable the use of card swipe access, the following rooms are being moved to CBORD scheduling during the fall semester (final implementation date “to be announced”). This will allow you to reserve online or walk up to see if the room is available should you want to use it. Please note that there may be a brief lag time of 1-2minutes when you walk up to the room and reserve before you swipe access activates. Rooms still fall under maximum capacity size, and we ask that you be considerate and not reserve a large room for a small group.

**Rooms:**

Second Floor: Departments; BU others outside of BSB; Admin Group

E.201

E.234

Third Floor: Graduates; PI Groups; Admin Group

E.301

A.301

Fourth Floor: Undergraduates; PI Groups; Admin Group

E.401

A.401

Each person has 6 schedule times slots available Monday- Friday 7am to 10pm. There is a 2-hour limit per day, per group.

**Example:**

Student A schedules all six of her time slots in a room over two weeks. Once the day and time has passed in one of the slots, it will open back up for use again.

Rooms are on a first come first serve basis. These rooms assigned a group level.

Groups are as follows:

Undergrad

Admin Group

Graduate Students

Departments (Faculty and Department Administrators/Staff)

BU Others outside of BSB

PI Groups

To reserve these rooms and/or see availability, you will need to follow the steps listed below:

1. From a web browser (other than internet explorer) go to [https://idcard.baylor.edu](https://idcard.baylor.edu/).
2. Log in with your BearID and password.
3. From the menu on the left, choose room reservation.
4. Rooms are reserved on 15-minute increments with the minimum length of 15 minutes and maximum length of 2 hours.
5. The original requester will need to add everyone in the group to their reservation so that they will all have swipe access during the reserved time.

**Atrium and Outside Areas**

The atrium and outside areas are common areas for students, faculty, and staff and may not be reserved for meetings.

These areas can be reserved on a limited basis by BSB departments and other Baylor University departments upon BSB Director’s Office review and approval. Please email [bsb@baylor.edu](mailto:bsb@baylor.edu) with event details to discuss usage and requirements.

Tables and chairs needed for the event must be requested through a work order to [Baylor Facility Services](https://isdhe.webtma.net/baylor/baylorhome.html), select “Submit Service Request” on the webpage. Requests must include setup and take down dates and times, instructions of the setup, and that the area used needs to be cleaned. For questions call Facility Services at 254-710-1361.

*Note that the sidewalk running behind the BSB (along the intermural field) is a fire lane, so food trucks may not park on the sidewalk.*

**Fundraisers, Tabling, and Easels**

* **Only fundraisers sanctioned by Baylor University may occur in the BSB.**
* Submit the following to [**bsb@baylor.edu**](mailto:bsb@baylor.edu) for fundraiser approval:

1. Student Activities approval email (for Student Groups only)
2. [**BSB Table Request Form**](https://www.baylor.edu/bsb/doc.php/333628.doc)
3. Solicitation approval if required by Student Activities
4. [**Usage agreement form**](https://www.baylor.edu/bsb/doc.php/380526.doc) to be submitted for each new semester.

* Only two groups are allowed at a time due to limited space and limited number of tables, chairs, and easels for use.
  + Space is allowed only under the digital sign board on the A and E wings of the building.
  + Scheduling is on a first come, first served basis.
* BSB office, room D111 is open Monday-Friday, 8 am - 5 pm.
  + Tables must be returned by 4:30 pm each day.
  + **Office does not provide the manpower for the setup or take down.**

**Posting Flyers**

***Signage that is posted in violation of the following procedures will be removed and destroyed.***

* Only flyers for *BSB academic and Science related events*may be posted (no larger than 8 1/2 x 11).
* Student organizations must:
  1. First gain flyer approval from Student Activities and their stamp on the back of **each** flyer to be used.
  2. Bring the Student Activities approved and stamped flyer to BSB, room D111, for BSB approval **before** posting flyers (no larger than 8 1/2 x 11).
* **Only one (1)** copy of the approved flyer is permitted on each of the BSB first floor bulletin boards located in the vending machine alcoves.
* **Only one (1)** copy of the approved flyer is permitted to be posted on the cork strips, with thumb tacks ***above*** the whiteboards in the interaction spaces (no larger than 8 1/2 x 11).
* Flyers/Posters **may not** be posted on walls, glass doors, whiteboards, computer stations, or in classrooms, restrooms, stairwells; only in the alcoves and interaction space corkboards and strips listed above. Tape, tack, staples, hooks, command strips are not to be used on the walls of the BSB.
* Directly contact the individual department office for permission to post flyers in their individual academic areas.
* Notices for special academic events scheduled in the BSB may be included on the BSB calendar, which will show on the BSB webpage. For details, contact the BSB Director’s Office at [**bsb@baylor.edu**](mailto:bsb@baylor.edu).
* Offensive pictures, language and objects are prohibited. The BSB reserves the right to remove inappropriate material and take disciplinary action.

**Food/Catering**

Anyone intending on serving food must comply with university policies found here: <https://www.baylor.edu/procurement/index.php?id=974808>.

The BSB has the additional following regulations:

* Food/drinks are only allowed in the following rooms:

A301; A401; E201; E301; E401; E234 or E231

* The organization that has reserved the room in which food will be served is responsible for all coordination of the food and any additional clean-up of the room after the meal. (Submitting work orders to make sure Aramark is aware and the room is on the schedule for trash pickup.)
* It is the responsibility of the organization that scheduled the room to ensure that all food, beverage, and catering supplies are removed from the meeting room at the conclusion of the meeting.
* All meeting rooms must be left in the condition in which they were found. Excessive clean up on the part of the university could result in a fee assessed to the sponsoring organization that utilized the room.

**Door Locking/Unlocking**

Due to the number of faculty/staff/students in the building, departments are responsible for locking and unlocking of their labs/faculty offices/departmental suites.

Aramark is responsible for unlocking/locking of classrooms or other shared spaces in the building.

If labs/faculty offices/departmental suites need to be opened and the home department is not available to open the door, please reach out to the SRC at 254-710-1361. Be prepared to provide ID and verification that you belong in the room in question.

Do not unlock a shared space door unless you are scheduled to be in the room. This is not only in violation of various University Policies <https://www.baylor.edu/student_policies/index.php?id=953884;>[https://www.baylor.edu/risk/doc.php/339198.pdf;](https://www.baylor.edu/risk/doc.php/339198.pdf)  <https://www.baylor.edu/risk/index.php?id=982286;> but can also prevent scheduled events from beginning on time.

Please let the Director’s office know of any shared spaces that are on a consistent schedule (classrooms with classes mainly) that continue to not be unlocked prior to use so that we can reach out to the appropriate personnel to make sure this problem is resolved timely.

**Key Requests**

Forms can be accessed the following ways:

1. <https://www.baylor.edu/bsb/doc.php/352192.pdfb>.
2. [www.baylor.edu/bsb/](http://www.baylor.edu/bsb/) then under director’s office drop down there is a key request form

Forms must be filled out completely and submitted electronically to [bsb@baylor.edu](mailto:bsb@baylor.edu). Handwritten forms will not be accepted.

Key requests state department head must sign; however, permission has been given for this to now include office manager and or business operation managers.

Requests are then processed in the Director’s Office where they are checked for accuracy and completion. Due to the number of requests received in the office, it can take up to three working days for forms to be processed by our office.

Requests are logged, then sent over to Aramark for further processing.

**\*\*NOTE\*\***The Director’s office does not follow up with keys and whether they have been made, picked up or turned in. We only check the forms and make sure keys match doors being requested and forms are complete. Please reach out to the key shop at 254-710-4837 to check status of keys.

It is recommended that departments also keep a list of who is issued keys and what keys they are issued for safety and security. This will allow departments to know what keys someone had should they lose them or leave the University. If keys are left with the department, please make sure to turn them into the key shop as soon as possible so that they can be returned to stock and a release sent to HR showing keys were returned.

Keys are issued to individuals. The individual is responsible for those keys. Any charges that may result from loss of keys or rekeying of any door locks is charged to the individual department, not the Director’s office.

Keys are to be turned in when the individual departs the university. They are not to be handed down to the next person but turned into the key shop. If keys are left with the department, please make sure to turn them into the key shop as soon as possible so that they can be returned to stock and a release sent to HR showing keys were returned.

The only forms departments will use is the authorization for individual keys or the lost key form.

NOTES:

**\*All lost keys must be reported by using the Lost Key form.**

**Card Reader Access**

Card reader access forms to shared spaces can be found on the Baylor Science Building website <https://www.baylor.edu/bsb/index.php?id=930521>.

* All BSB core facility, departmental, and lab access is granted through those facilities.

Access to shared spaces and building entrance/exits are given through the Director’s Office as follows:

* Form will need to be downloaded and opened in Adobe DC only
* Applicant will complete the information at the top of the form and check what access they are requesting
* The applicant will submit the form to the department/supervisor for signature.
* Department/supervisor will sign and send completed forms for shared access to [bsb@baylor.edu](mailto:bsb@baylor.edu)
* Form must come from a faculty/staff member email.

Paper forms are not accepted.

Justification will be required for certain areas of the building due to safety and security concerns.

Expiration dates are required and should not exceed 5 years.

**\*\*Please notify the Director’s office immediately when someone in your area leaves so that access can be deactivated. This can include taking a job elsewhere on campus, retirement, or other various reasons. \*\***

**Shared Displays/Research Boards/Hallways**

Due to the number of faculty/staff/students in the building, departments are reminded that no one department/facility owns a hallway/common area. All spaces are shared with departments/labs/researchers/faculty/staff. To assist in maintaining aesthetics of the building along with limited areas and spaces to display research/departmental related items, the following standards are in place at the BSB:

* White corrugated boards can be placed down the research wing hallways. These are the areas where most research labs are located and are after you go through the double doors. You can display research posters or other important lab information on these.
* FabricMate boards ordered through the Director’s Office can be placed at the back of the hallways on A, C, and E wings. These are the common areas before the double doors leading to the research wings. Things that are recommended be displayed on these could be publications, active research going on. Note: due to limited space, please no research posters on the FabricMate boards.
* A limited number of glass case bulletin boards can be purchased and hung down office hallways for faculty to use that have offices in the area.

**Diagram, engineering drawing

Description automatically generated**

Faculty office Hallways

Research Wing

**Work Orders**

Due to the size of the building, it is asked that departments assist with putting in work orders for minor issues. These can include minor bathroom issues, hot/cold HVAC adjustment requests, floor spills, and other generic departmental housekeeping issues.

Forms can be accessed the following ways:

* 1. .https://baylor.campusdish.com/Facilities/
  2. Text 254-401-1100 and include the following information:
     1. Building name
     2. Building location (include floor, room number if one and A, B, C, D, or E wing)
     3. Brief description of issue.
     4. You can send pictures, but not necessary.

Work orders that will involve the structural integrity of the building/rooms/labs/offices/etc will need to be discussed with the Director’s office prior to submitting a request. These include but are not limited to:

* Major renovations
* Mechanical issues such as leaks, electrical problems in shared areas, other broken or damaged parts of the facility, etc.
* Connecting to facilities (eg, building gas, air, water, etc)
* Reconfiguration of offices
* Removal or addition of furnishings
* Etc.

**Lost & Found**

Baylor Science Building nor Baylor University is responsible for any stolen items and/or additional charges to any of your personal accounts resulting from a lost/stolen item.

If a personal possession is stolen or an incident takes place, please contact BSB personnel at 254-710-2400 and Baylor DPS 254-710-2222 for security and to file a report.

Any articles/belongings found in the BSB should be taken to the BSB Director’s Office on the 1st floor, Room D.111. Office hours are Monday-Friday 8:00am to 5:00pm. Closed on University approved holidays.

For items lost while in the BSB, please fill out the form on the website. We will contact you if potential matches to your lost item show up in our office. Form can be found here: <https://www.baylor.edu/bsb/index.php?id=930619>

Unclaimed items are kept for a month before being discarded or donated to charity.

**Space Assignment**

The BSB works with facilities to track/maintain space assignment/reassignment in your footprint. Any relocation/reassignment of space should be communicated to the BSB Director’s Office. This can include moving from one office to another, changing lab spaces, sharing offices, etc.

Office space will be allocated and assigned according to the Faculty and Staff Office Standards published by the Facilities Management Department. These office standards include furnishing standards as outlined by facilities management department. The BSB Director’s office maintains the office standards for the building in accordance with the university policies and procedures. No individual or group may allocate or transfer space to other individuals or groups without approval from proper designee.

So that the building may always present an orderly and attractive appearance, furniture is not to be moved from one room to another or taken outside.

For the full purview of space allocation, facility improvements, and capital projects visit <https://www.baylor.edu/risk/doc.php/392645.pdf>.