

College of Engineering Facilities Guide

Facilities Manager Tom Gage 974-5451 email: tgage@usf.edu

Access Control Card Reader System

The main College of Engineering buildings are equipped with a card access system to entrances and some departmental suites, offices, and laboratories. Contact the office manager in your department to request access.

Alcoholic Beverage Policy

Alcoholic beverages are not permitted inside the College of Engineering buildings at any time.

Building Maintenance

Any facility question or problem related to temperature, lighting, doors, locks, elevators, plumbing, spills, leaks, windows, etc., should be reported to the Facilities Manager.

Building Restrictions

University regulations prohibit all animals (except service dogs), bicycles, roller blades, skateboards, smoking (including private offices), electrical hot plates, cooking devices, and heaters.

Microwave ovens, coffee makers, small fans, and small refrigerators are permitted in offices. Space heaters are allowed but must have an automatic shutoff and should never be left on while unattended.

Bulletin Boards-Posting Signs/Posters

Signs for events may be posted on departmental bulletin boards with the prior approval from the departments. Signs are not permitted on walls, doors, glass, etc., anywhere in the facility.

There are three bulletin boards available for students on the first floor of ENB. With prior approval, students may use these bulletin boards to post personal ads. Visit the reception desk in ENB 118 to obtain approval stamp. The ads must be neat and in good taste, not mass marketed advertisements. University or college announcements may also be posted on these boards.

Class changes may be posted on the bulletin board or signage adjacent to the classroom door. No items are to be posted on the door surfaces, glass or adjacent wall areas.

Departmental announcements and literature must be posted on Departmental bulletin boards located adjacent to Departmental Offices. Bulletin boards are to be kept neat and organized, and outdated literature is to be removed in a timely manner.

Any laboratory or research bulletin boards and displays must be approved by the Facilities Manager. Materials on these boards must be kept neat and organized, and outdated information removed in a timely manner.

Climate Control

If an office or laboratory temperature is uncomfortable, report the situation to the Facilities Manager. Temperatures in classrooms and conference rooms are programmed to maintain a set temperature during the weekdays and evening hours. During off-hours thermostats are programmed to an energy conserving temperature.

Classrooms (General Assignment) & A/V Equipment

The College of Engineering has four General Assignment Classrooms - ENA 105, ENC 1002, ENG 003, and ENG 004. Space Scheduling in the [University Central Space Office](#) assigns and reserves all General Assignment Classrooms. Requests for reservations can be made by calling 974-2461.

Any problem with equipment, refills, or concerns about the audio visual equipment in General Assignment Classrooms are to be directed to Classroom Technology Services at 974-2382.

You may request, in advance, additional audio visual equipment for use in these classrooms at avforms@admin.usf.edu.

Visit [Classroom Technology Services](#) web site for additional information regarding these rooms.

Conference Rooms

College of Engineering conference rooms are available for reservation on Microsoft Outlook. The Department Office Managers and the Dean's Office are available to make reservations for these rooms. Please do not remove tables or chairs from a conference rooms without prior approval from the Facilities Manager.

Only covered beverages are permitted inside conference rooms without approval. [Food at events in conference rooms must be pre-arranged and approved by the Facilities Manager.](#)

After use of audio-visual equipment, please turn off or log out, and return to the condition and location you found it in.

Conference rooms are not for the purpose of a regularly scheduled class.

Conference rooms may be scheduled prior to the upcoming semester for blocks of time to assist students. This request is to be coordinated with the Facilities Manager.

Copier

A black and white copier for student use is located in ENB in the Hall of Flags. Copies require a USF ID / debit card

Custodial Services

USF Physical Plant is responsible for general cleaning of the facility. However, it is our responsibility as faculty, staff, students, and visitors to respect and take care of our facility. Please take care of areas you use, clean-up after use of any space, and report any facility problems to the Facilities Manager. Any spills or special assistance needed, contact the Facilities Manager or Physical Plant Work Management.

Physical Plant Custodial Staff is responsible for general cleaning of public spaces, floors, dusting, waste removal, and recycle removal. Personal office items and laboratory equipment, including surfaces, are the responsibility of the individuals to clean and maintain.

Microwaves and refrigerators in office areas are to be kept clean and maintained by the individual(s). USF Physical Plant provides waste and recycling receptacles; contact the Facilities Manager to request additional containers.

For large events requiring extra seating arrangements, special trash collection, or excessive clean-up, contact the Facilities Manager for specific arrangements at least 30 days in advance..

Custodial Services are available to assist with a large event clean-up. An Event Approval Request Form is required to be submitted to Physical Plant ahead of time with the appropriate event and contact information.

Please respect the Facility, leave a space as you found it, and please make a call if you see something that needs attention.

Drinking Fountains

Chilled-water drinking fountains, accessible to physically disabled persons, are provided in main hallways throughout each engineering building. To prevent clogging the fountain, solids (e.g., coffee grounds, noodles, etc.) should not be poured down the drains. Please report any problems with drinking fountains to the Facilities Manager or Work Management at 4-2845.

Disposal of Equipment and Furniture

Contact the Facilities Manager BEFORE disposing or relocating any laboratory equipment or office furniture. Nothing should be moved into hallways or loading zones before coordinating with the Facilities Manager.

Elevators

The College of Engineering has five elevators within its facility. If an elevator is not operating properly, please report it to the Facilities Manager or Work Management at 4-2845.

Emergency Procedures

Emergency Service, call 911.

Non-Emergency, contact USF Police at 974-2628.

In the event of a fire alarm, a message will sound throughout the building with instructions to proceed to the nearest stairwell and vacate the building. Do not use elevators during an emergency situation.

When the emergency has cleared, a message will be broadcast outside the facility for occupants to return.

Emergency Preparedness

USF has developed a Crisis Communication Plan should a crisis situation ever occur. The plan is intended to quickly disseminate vital information to the entire USF community.

In the event of unexpected severe weather, proceed to the lowest level of the building or, if this is not possible, an interior hallway or room. Keep away from windows and glass, including the Hall of Flags.

Refer to The University of South Florida [Emergency Preparedness](#) website for updated weather information.

Energy Conservation

Please make an effort to turn off lights and equipment when not in use. Consider energy efficient models of equipment when you are purchasing items for your Department or Laboratory. Turn back the temperature of your office/lab thermostat when a space will not be in use for a considerable length of time.

Please make an effort to recycle office paper, newspaper, cardboard materials, and soda cans appropriately.

Events

Any significant event planned in the College of Engineering should be communicated to the Facilities Manager well in advance for appropriate use of space and coordination with other events scheduled within the College.

Food and Beverages

University of South Florida does not permit food and beverages in Classrooms. Food and beverages are also not permitted in Engineering Computer Labs. Follow guidelines of individual Departments regarding laboratories.

Covered beverages are permitted in the Success Center located on the 1st floor of the Kopp Engineering Building (ENG 104). Covered beverages are permitted in Conference Rooms. Food may be permitted at events with pre-arrangement and approval by the Facilities Manager. Users must clean up promptly after every event by placing waste receptacles outside the room. Custodial staff will remove the garbage from receptacles in the hallway.

Tables, chairs, and surfaces must be cleaned off and the room(s) returned to their original layout.

Make your effort to recycle and keep pests out of the facility.

Please report any spill or additional help needed to the Facilities Manager or [Physical Plant](#) immediately.

Hanging Art, Awards, etc., on Walls

Contact the Facilities Manager regarding any requests to hang art, awards, etc., on walls. We require the proper hardware and installation procedures

Hazardous Waste

Hazardous material/waste storage and disposal must follow guidelines set by the USF [Division of Environmental Health & Safety \(EH&S\)](#). All chemical wastes must be stored in the immediate vicinity of the related work process. Satellite Accumulation Areas (SAA) are designated for this purpose.

To dispose of hazardous material/waste, complete the Hazardous Material/Waste (HMW) Tag and send the top copy ONLY to EH&S (CRS 104). The card stock and secondary copy must remain with the

hazardous material/waste, attached with the provided wire. EH&S staff will pick up the hazardous material/waste upon receipt of the top copy of the HMW Tag.

Keys

Keys for offices and laboratories may be requested by contacting the Office Manager for your department. This is a policy implemented by USF Facility Access Shop and the College of Engineering in order to maintain an inventory of the individuals that are issued keys for your security benefit. All key requisitions must be approved by the Facilities Manager.

Upon leaving the College or University, please return keys to the Facilities Manager or Departmental Offices. The keys will then be returned to the Facilities Access Shop (OPM 100) and released from individual records.

When moving to a new location, previous office/lab keys must be turned over to the Facilities Manager in order for an individual to be issued a new key.

If a room is transferred to a different department, the new department will be billed for re-keying.

Please notify the Facilities Manager of any lost keys.

Lost and Found

Lost and Found is located in Resource Management Offices, ENB 118. Individuals may also check the University Lost and Found at the Marshall Center

Moving

Move requests must be submitted, approved, and coordinated with the Facilities Manager.

New Equipment or Moving Equipment

New equipment purchases that require substantial space, HVAC, and electrical or mechanical work must be coordinated with the Facilities Manager.

Major purchases must be coordinated with the Facilities Manager prior to purchasing so delivery and installation instructions are properly submitted with the requisition. Many purchases arrive by semi-truck and require specific delivery and installation needs coordinated ahead of time.

Moving of furniture or major equipment must be coordinated with the Facilities Manager.

Office Furnishings

Office furniture requests must be submitted, approved, and coordinated with the Facilities Manager.

All campus parking requests should be directed to University of South Florida [Parking and Transportation Services](#). Parking is not permitted in the ENG Loading Dock Area. This area is for approved service and state vehicles only.

There is a loading/unloading parking zone that is available for an emergency need only located under the Bridge connecting ENB and ENC. (30 minutes maximum)

Loading zone violators will be reported to the USF Parking and Transportation Services and will be ticketed.

Motorcycles, with proper decals, are permitted to park in designated motorcycle parking areas.

Plants

Take special care when bringing plants into the facility by maintaining them and keeping them bug-free.



Plaza

The Plaza is a patio area located just outside the Hall of Flags in ENB. This area may be reserved for special events by contacting the Facilities Manager.

Projects

Potential new building or renovation projects within the College of Engineering must be coordinated with the Facilities Manager.

Property Management and Surplus

Disposal or transfer of University furniture or equipment requires the completion of a [Request for Relief from Property Accountability](#). Once the form is filled out, please submit it to the Facilities Manager for approval. The Facilities Manager will submit the form to Property and will coordinate the removal of the equipment with the appropriate entity and the requestor. This process is in place to keep the College of Engineering Property Inventory Listing with Property Department current and accurate.

New equipment will be tagged by the USF Property Department and entered into Inventory. The Property Department periodically scans these tags to keep an accurate Inventory records.

Recycle/Trash Program

Classrooms, offices, labs, and seminar rooms are supplied with waste/trash containers and a separate container for recycling.

Users are responsible for emptying their yellow "USF Recycles" receptacles into the large, green bins located in various hallways throughout the facility. Physical Plant is responsible for emptying the large bins.

Aluminum cans and plastic bottle recycle containers are located throughout the College and are designated and labeled on the freestanding containers. Utilize these recycle containers or remove your cans and bottles from the facility on a regular basis.

Shredding Services

Individuals and Departments may purchase their own shredder or shredding service. Shredded paper can be placed in green recycle bins located throughout the College. For large shredding jobs, please contact the Facilities Manager to make arrangements.

Signage

Permanent signage in the building is provided by the College. Any changes or additions to the signage must be coordinated and approved by the Facilities Manager and [Facilities Planning and Construction](#).

Solicitation

Salespersons or agents are prohibited from soliciting employees or students in any building or any part of University property.

Space Allocation Policy/Requests

The College of Engineering is committed to optimizing the usage of all space in support of the goals and objectives of the University. The College of Engineering Space Committee is responsible for reassigning space as needs change over time. To retain research and teaching laboratory space, faculty must demonstrate continuing effective and productive use of the space. All requests for space are to be submitted to the Facilities Manager for review.

Success Center

The Success Center is located near the central stairway on the first floor of the Kopp Engineering Building (ENG 104 and 105). Engineering students are encouraged to utilize the facility for studying and tutoring. The Success Center is open Monday through Friday 9 a.m. to 10 p.m. Tutors are available from 9 a.m. to 5 p.m.

Food is not allowed inside the Success Center at any time. Covered beverages are allowed. Furniture is to remain inside the room at all times. Chairs and tables can be moved freely inside the room. Please make sure that the wheels have been unlocked before moving tables.

Telecommunications Equipment

All telecommunications equipment in the College of Engineering is supplied and maintained by the [Division of Information Technologies](#). For moves, additions, or changes, contact the Facilities Manager to coordinate.

Telephone

A pay phone is located in the Hall of Flags. Phone service problems are to be reported to Information Technology at 974-1222.

Tours

The Office of Recruitment and Retention located in ENC 1302 provides tours of the College of Engineering facility. To schedule a tour, contact Eva Fernandez at 974-9503.



Tree Top Terrace (ENC 2408)

The Tree Top Terrace is located near the elevator in the ENC building and is accessible from the second floor. The space is available for use anytime during normal building hours. Tables and chairs are provided. (Maximum capacity of 15)

Vending Services

Vending machines are located in ENB near the Hall of Flags and in ENC at the 2nd and 3rd floor elevator landings. A microwave oven is available near the vending machines in ENB for student use.

Video Conferencing

Contact Information Technology at 974-0405.

Whiteboards

Physical Plant cleans the white boards in classrooms. Whiteboard cleaning in offices and laboratories are the responsibility of the users. Accessories are to be provided by the users for all rooms. For whiteboard purchase and installation contact the Facilities Manager.