

## SEB POLICIES OVERVIEW

### The following is prohibited:

- Propping open doors/allowing strangers to shadow you through closed access areas
- Lending your keys or Proximity cards to anyone.
- Placing equipment, furnishings, postings, publications, posters, etc., in front of or on windows because it conflicts with the building LEED requirements and Science on Display.
- Transporting gases, biological or chemical specimens via passenger elevators, instead use freight elevators. If you do not have access, you may request access through the SEB Office.
- Pinning, taping, or posting fliers anywhere other than tack boards and metal posting bars.
- Removing, adding, or relocating any furniture without permission from the SEB Management.

### Communal spaces:

- Only faculty, professional staff, and administrative assistants can hold keys for breakout rooms. Key holders are responsible for locking these areas upon exit.
- All users are required to clean up after themselves when using all kitchen spaces.
- Refrigerators are cleaned every Friday so please mark personal food in the fridge or cabinets with name and date so it isn't discarded.

### Labs:

- **Wet Lab users:** When using the SEB house VAC fixture, you must use a vacuum trap.
- Keep hood sashes closed, or as low as possible when working within—this saves us thousands of dollars in utility costs per hood per year.
- **Service hallways:** Do not place items in front of any emergency eyewash stations, electrical panels, and lighting control bypass switches. Always maintain a 5ft pathway.
- If any equipment requires more than a simple connection to a duplex outlet, or hooks to the building mechanical systems, please contact the SEB Assistant Director.
- Wall hangings in laboratories are not permitted without the permission of the SEB Assistant Director. Areas of specialty wall construction exist which must be reviewed.

**I have read and understand the Science & Engineering Building operational policies and procedures. I understand and agree to follow all policies set forth now and in the future. I agree to abide by the conditions, provisions, and obligations imposed on me, as an occupant of the Science & Engineering Building. I also understand that this is an abridged policy and that it is my responsibility to review, understand, and uphold all building policies which can be found at: <https://www.unlv.edu/seb/policies>.**

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Name (please print)

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Signature

Date