

# **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

## **ACCESS TO BUILDING**

Any person entering or leaving a University-owned or University-leased facility may be questioned by OUHSC's Police or Security Department regarding his/her business in the facility and may be required to provide identification and sign in and out. Anyone who fails to provide a satisfactory reason for being in the facility may be asked to leave the premises. Card access to the facility is obtained from OUHSC's Police Department (271-4300) following the approval of the building and Department's Policies and Procedures.

## **ANIMALS**

No animals, with the exception of service animals and animals used or housed for approved animal research, will be permitted in University-owned or University-leased facilities. All animal refuse shall be appropriately bagged and placed in suitable trash receptacles.

## **AUDIOVISUAL EQUIPMENT AND MUSICAL INSTRUMENTS**

The installation or operation of audio/visual equipment or use of musical instruments is prohibited on University-owned or University-leased property in such manner that would disturb or annoy other individuals. No person shall install any antennae, aerial wires, or other equipment on University-owned or University-leased property without the prior written approval of the University.

## **BUILDING DAMAGE**

Plumbing fixtures and appliances shall not be used for any purpose other than those for which they were intended. No rubbish, rags, paper towels, newspapers or other unsuitable material of any kind shall be discarded or placed in plumbing fixtures, including toilets and urinals. Improper waste disposal and excessive or unusual use of water shall not be allowed.

Individuals shall not mark, drive nails or screws into, paint, or in any way deface the walls, ceilings, partitions, floors, wood, stone, or ironwork on University-owned or University-leased property without the prior written approval of the University.

The expense of any breakage, stoppage, or damage resulting from misuse or violation of this rule by individuals shall be borne by individuals.

## **CONDUCT**

No person shall conduct personal practice or business, or advertise such business, profession or activities on University-owned or University-leased property in any manner which violates applicable local, state or federal laws or regulations or University's policies and without written consent from the University.

## **CONSERVATION AND SECURITY**

Employees will see that all windows and doors are securely locked, and that all faucets and electric light switches are turned off before leaving their work space each day.

## **CUSTODIAL SERVICES**

All individuals shall cooperate in keeping all work, common and public areas neat and clean. The University's General Services will provide limited daily cleaning. Any professional cleaning services provided outside of General Services is prohibited unless written consent is provided by the University. For questions or concerns call General Services at 271-2311. After hours and for emergency services, contact OUHSC Police at 271-4300.

## **FIRE SAFETY AND SPACE HEATERS**

No individual shall do anything or permit others to do anything, bring or keep anything on University-owned or University-leased property, that will in any way increase the rate of fire insurance on the property, or conflict with the laws relating to fire and safety or with any regulations of the fire department or municipal ordinances; or with the University's insurance policies covering University-owned or University-leased property. All devices producing an open flame including the burning of candles, sparklers or incense, are prohibited on all University-owned or University-leased property.

## **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

The use of space heaters on all University-owned or University-leased property must meet all of the following requirements:

- Heaters are kept at least three (3) feet away from any combustible material.
- Heaters are always turned off and unplugged when the area being heated is not occupied.
- Nothing is ever to be placed on top of or touching a space heater.
- Heaters are always plugged into a wall receptacle and NOT an extension cord or power strip.
- Heaters are located in plain sight and clearly visible.
- Heaters are never plugged into dedicated data receptacles.
- Heaters must be electrically powered. Fuel powered such as PROPANE and KEROSENE space heaters are not permitted. Space heaters must not take more than 110 volts of electricity to operate.
- Heaters must have a tip-over shutdown feature. If a space heater is knocked over, the unit must automatically shut off.
- Heaters must be UL (Underwriters Laboratory), or FM (Factory Mutual) approved, and must be labeled accordingly.
- Heaters must have a thermostat that shuts unit off when a certain temperature is reached.
- Heaters must be fan driven. Space heaters with heated coils are not permitted.

The OUHSC Police Department, Environmental Health and Safety Office, and Site Support reserve the right to inspect and declare any space heater "unapproved" that creates a hazard or is inappropriate to a particular location based on specific circumstances, codes, and/or legal requirements.

### **FURNITURE, DECORATIONS AND EQUIPMENT**

The University shall review plans prior to a move into any University-owned or University-leased property or to install any large, heavy pieces of furniture, equipment, art or decorations to make certain the floor or wall structure can accommodate the weight. Evaluation of floor loading capacity will be done by the University at a cost to the individual, department or entity for consultant engineering services. The University will not be responsible for any loss of or damage to any such equipment or property and all damage done in the Building by moving or maintaining any such property shall be repaired at the expense of the individual, department or entity. All equipment shall be installed in a workman like manner by qualified personnel approved by the University.

All artwork and personal office decorations must be approved by the University and kept to a minimum. The University is not responsible for damage, loss, or theft of personal belonging brought, placed, or kept on University-owned or University-leased property including money, jewelry, purses, and wallets. It is the responsibility of all individuals on University-owned or University-leased property to protect their personal belongings including by securing such items under lock and key.

Individuals are responsible for making certain they are properly trained in the use of all University-owned or University-leased equipment that they will be operating. End users are responsible for the cost of repair or replacement of damaged University-owned or University-leased equipment due to improper use by end user.

### **LOCKS AND BUILDING KEYS**

No additional locks or bolts of any kind shall be placed upon any of the doors or windows of University-owned or University-leased property, nor shall any changes be made to existing locks or the mechanisms thereof. All individuals must, upon termination of employment, lease, or permission for use of premises, return to the University all keys to the premises furnished to or otherwise procured by them, and in the event of loss of any keys so furnished, individuals shall pay to the University the cost for replacing keys and/or rekeying locks. Also upon termination of employment, lease or permission for use of premises,

## **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

individuals shall give the University information for lock combinations or pass codes on University-owned or University-leased property.

To obtain building keys, a Key Requisition (acquired through the University's Lock Shop) must be completed, signed by appropriate personnel required by the facility's or department's policies and procedures, and taken to the Lock Shop located in the Service Center Building, Room 26.

### **LODGING**

Except for areas that are designated as lodging or sleeping quarters, no University-owned or University-leased property shall be used for lodging or sleeping.

### **MAINTENANCE CALLS AND EQUIPMENT DEFECTS**

Any individual on University-owned or University-leased property shall give prompt notice of any damage to or defects in the water pipes, gas pipes, electric lights and fixtures, heating apparatus, or any other service equipment by notifying Site Support (271-2121) during normal business hours or after hours, OUHSC Police (271-4300). In each case, notify the individual taking the call of any urgency and seriousness of the problem.

### **MEDICAL AND HAZARDOUS WASTES**

All individuals shall comply with all policies established from time to time by the University regarding the storage and disposal of hazardous materials or substances, waste, medical or infectious wastes, and biological or radioactive materials. All individuals shall follow the policies and requirements of the Environmental Health and Safety Office, Radiation Safety Office and the Office of Risk Management of the University.

All individuals shall comply with all federal, state, and local laws, ordinances, regulations, and orders applicable to the Premises or the use thereof, including but not limited to those relating to industrial hygiene and the generation, manufacture, use, handling, storage, disposal, and transportation of any hazardous substance. Individuals shall comply with any and all OSHA regulations for its own employees (safety data sheets (SDSs), training, etc.). Individuals shall comply with any and all EPA and state regulations, such as those pertaining to chemical release notification, which shall be made to the OUHSC Police and to applicable regulatory agencies, and proper disposal of chemicals and biological material. All individuals are responsible for disposal of all hazardous and biological waste generated. Individuals may not dispose of any hazardous substances or biological materials in the sanitary discharge (down the drain), in storm drains, or in the municipal waste stream (the University's dumpsters).

If an individual becomes aware of the presence of any hazardous substance in or on the Premises, except for those hazardous substances or other toxic material permitted, or if individual or the Premises become subject to any order of any federal, state, or local agency to repair, close, detoxify, decontaminate, or otherwise cleanup the Premises, the individual shall, at his or her own cost and expense, carry out and complete any repair, closure, detoxification, decontamination or other cleanup of the Premises; provided that the individual shall not be responsible for any of the foregoing relating to any hazardous substance, or other toxic materials located on, in or under the Premises.

**"Hazardous Substances"** as such term is used in these Rules and Regulations means any hazardous or toxic substance, material or waste, regulated or listed pursuant to any environmental law, including without limitation, the Clean Air Act, the Clean Water Act, the Toxic Substances Control Act, the Comprehensive Environmental Response Compensation and Liability Act, the Resource Conservation and Recovery Act, the Federal Insecticide, Fungicide, Rodenticide Act, the Safe Drinking Water Act, and the Occupational Safety and Health Act.

All individuals may use and store only those chemicals and hazardous substances reasonably expected for the services provided. All individuals shall provide the University's Environmental Health and Safety Office (EHSO) with a current inventory (annually and in the University's format) of any chemicals/chemical

# OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS

products that will be stored on the Premises. All individuals agree to properly store any such chemicals in accordance with OSHA and NFPA requirements.

All individuals shall notify the OUHSC EHSO in writing of non-routine use of chemicals that may impact other occupants in advance (paint, bug spray) and provide the OUHSC EHSO with SDSs in advance of the use of the chemical.

All individuals shall direct indoor air quality (IAQ) complaints on the OUHSC campus to the OUHSC EHSO.

## MINORS

All visitors and invitees who are children should be supervised at all times, in accordance with OUHSC's Minors on Campus Guidelines found at:

- a. [http://risk.ouhsc.edu/documents/Minors\\_Best\\_Practice\\_9-6final\\_001.pdf](http://risk.ouhsc.edu/documents/Minors_Best_Practice_9-6final_001.pdf). Running up and down the halls and stairways is prohibited.

## NUISANCES

Any person on University-owned or University-leased property shall not make or permit any noise, odor or act that is objectionable or interferes with the rights of others or in any way injures other occupants on University-owned or University-leased property.

## OBSTRUCTING

No individual shall obstruct or use for storage, the sidewalks, entrances/doorways, passages/halls, courts, corridors, vestibules, elevators, stairways, and other similar areas of University-owned or University-leased property, for any purpose other than ingress and egress to and from the facility and for going from one part of the facility to another part of the facility.

Glass doors, lights, and skylights that reflect or admit light into the halls or other spaces in the building shall not be covered or obstructed unless approved by the University. This includes the use of curtains, blinds, shades, tinted coating, film, or screens.

Sashes, sash doors, heating, ventilation and air conditioning vents, and doors that provide air into rooms including halls, passageways, or other public places in the facility shall not be covered or obstructed unless authorized by the University.

## PARKING

All individuals are to park only in their assigned lot designated by OU Parking and Transportation and shall at no time park in spaces reserved for public parking, OUHSC service vehicles, ADA, or patients. All individuals agree that the University assumes no responsibility of any kind whatsoever in reference to parking. All individuals agrees that parking shall be controlled by OU Parking and Transportation, including all rules and regulations for parking, payment for parking, and payment for parking citations/tickets.

Vendors that come to the campus to service equipment, conduct sales activities, etc. must obtain a parking permit from OU Parking and Transportation. A fee will be charged to the vendor for this permit, but the vendor will be allowed to park in the nearest lot to the building(s) being served.

## POWER STRIPS/SURGE PROTECTORS AND EXTENSION CORDS

The use of power strips and surge protectors is permitted on University-owned or University-leased property with adherence to the following requirements:

- Use only power strips and surge protectors that have a built-in breaker. These units should trip the breaker if the strip is overloaded, or if there is a surge in electricity. If this occurs, Site Support (271-2121) should be notified.
- Do not plug another power strip or surge protector into an existing power strip or surge protector. This practice is called "piggybacking."

## **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

- Power strips and surge protectors must be UL (underwriters Laboratory) or FM (Factory Mutual) approved.
- There should not be more than one power strip or surge protector plugged into a dual electrical outlet.
- UL approved power strips or surge protectors can be purchased at most hardware stores and from several University approved vendors.
- Replace power strips and surge protectors that do not have a built-in breaker, if there are any frayed wires, or if the unit is not working properly.

The use of extension cords on University-owned or University-leased property is discouraged. If extension cords are used, they must only be used temporarily and must meet all of the following requirements:

- Extension cords may be no longer than six (6) feet in length for interior use and no longer than one-hundred (100) feet in length for exterior use.
- Extension cords should be used in their correct designated environment. Interior designated extension cords should be used inside, and exterior designated extension cords must be used outside.
- Only UL (Underwriters Laboratory) type 12/3 heavy duty extension cords may be used.
- Extension cords may not be plugged together to make a longer than authorized cord.
- If there is a problem with accessibility to electricity or electrical outlets, please contact Site Support (271-2121).
- The use of multi-plug electrical outlet adapters to obtain more outlets is not permitted.
- Replace worn or frayed extension cords and discard them. DO NOT run extension cords under carpets.
- Whenever possible, unplug extension cords when they are not in use.

The OUHSC Police Department, Environmental Health and Safety Office, and Site Support reserve the right to inspect any surge protector, power strip, or extension cord that creates a hazard or is inappropriate to a particular location based on specific circumstances, code, these rules or legal requirement. Anyone with questions or desiring clarification concerning these guidelines should contact the OUHSC Police Department at 271-4300.

### **REFUSE**

No items shall be placed on the outside window ledges or thrown out of the windows of University-owned or University-leased facilities.

### **SIGNAGE**

No signs, advertisements, showcases, or notices shall be placed, posted, installed, painted, or affixed on or to any windows or doors or any other part of the interior or exterior of University-owned or University-leased property except of such color, size, and style and in such places as shall be first approved in writing by the University.

### **SLIPS TRIPS AND FALLS**

In the event of a slip, trip, or fall:

- Call (or have someone call for the injured individual) OUHSC Police at 271-4911. An officer will be dispatched to the location.
- The responding officer will file a report.
- The responding officer will call for medical attention, if needed or requested.

## **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

- Employees who require medical attention should go to the Employee Health Clinic, located within the Occupational Medicine Clinic at the OU Physicians Building, at 825 N.E. 10<sup>th</sup> Street, Suite 2350. After hours emergencies (life-or -limb threatening) should go to the nearest emergency room. If injury occurred on University time, the employee must fill out the Employee's Report of Injury furnished by the supervisor and follow the procedures on the form.
- Students who require medical attention should go to Employee Health in the OU Physicians Building located at 825 N.E. 10th Street. After-hours emergencies (life-or-limb threatening) are not covered by the Student Health fees and will need to be filed with the student's private health insurance.

### **SKATES, BICYCLES AND MOTORIZED VEHICLES**

No skate boards, skates of any kind, bicycles, or motorized vehicles, with the exception of vehicles needed for individuals with mobility disability, will be permitted in University-owned or University-leased facilities. Bicycles shall not be parked up against the facility or chained to poles, rails, or other fixtures other than designated bike racks. No bikes are to be brought into any University-owned or University-leased facility.

### **TOBACCO AND DRUG FREE POLICIES**

Any person on University-owned or University-leased property shall abide by OU's Tobacco and Drug Free policies and will require its employees, agents, invitees, and others to abide by the policies. The use of tobacco products, electronic cigarettes, vaping devices, illegal drugs and any marijuana products is prohibited in any building or portion thereof owned, leased, or operated by OU, including OU housing/apartments, within any OU parking structure, in any vehicle owned or leased by OU or on the OU grounds or campus, including, but not limited to, public or non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc. For the full text of the policies, please go to <http://www.ouhsc.edu/policy/>.

### **USE OF SPACE AND BUILDING RENOVATIONS**

No person shall sublease or otherwise allow other agencies and offices to use space, either on a temporary or permanent basis, without the prior review and written approval of the University. All contract services employed by any person shall be subject to these Building Rules and Regulations.

No person shall make any changes, alterations (demolition or renovation), improvements or additions to University-owned or University-leased property without the University's prior written consent. Individuals shall coordinate such requests with the University's Site Support Department (271-2121). All alterations additions, or improvements which may be completed upon University-owned or University-leased property by the University or individual (except unattached fixtures and furniture and equipment owned by Individual or tenant) shall not be removed by individual, but shall become and remain the property of the University. This provision shall apply to all work performed in or on University-owned or University-leased property, including, but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment, and any other physical portion of University-owned or University-leased property.

### **WEAPONS**

No person may carry or bring onto University-owned or University-leased property any handgun, firearm, or weapon, including any concealed weapon, other than law enforcement authorities and security personnel during the course of their usual duties. All violations of this policy shall be reported immediately to OUHSC Police at 271-4911.

### **WIRING**

Premises wiring and outlets for electrical, telephone, and data shall be installed and connected in a workman like manner by qualified personnel. The installation of major electrical devices, including but not limited to large UPSs, telephone equipment, and data network switches which require drilling holes in the Building or the cutting of wires will be allowed only with prior review and approval by the University.

## **OU HEALTH SCIENCES CENTER BUILDING RULES AND REGULATIONS**

### **X-RAY PRODUCING DEVICES**

Installation or use of X-Ray producing devices are prohibited without written permission of the University.

### **CHANGES TO POLICY**

The University reserves the right to make such additional rules and regulations as the University may consider necessary or appropriate for the protection, safety, health, welfare, peace, harmony, care, and convenience of all individuals; for the reputation of and for the preservation of good order at the University; for the maintenance, care, and protection of property and facilities; and for the distribution of services.