



University
of Windsor

University of Windsor

Essex Centre of Research (Essex CORE)



Welcome Package

For staff, grad students, and researchers moving into the Essex CORE

September 2018

401 Sunset Ave
Windsor ON N9B 3P4

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Welcome

Welcome to your new workspace and research labs!

The new state of the art facility will be dedicated to research, innovation and industry collaboration. It will provide new and upgraded facilities for research in Biology, and Materials Chemistry, Health, and Medical Physics.

The ESSEX CORE Building will accommodate researchers, research labs, rooms housing state-of-the-art instrumentation as well as meeting rooms for discussing and advancing the research undertaken within and between academic and industrial parties.

Now that you are moved in, we hope that this package will be of assistance. If you don't find the information that you need here, check out the list of suggested contacts.

Thank you for your part in making our moves a positive experience for everyone.

Finding places...

➤ What's Where

Below are key areas located in the New ESSEX CORE Building (refer to Appendix C for marked-up floor plan). The different areas have been divided into five basic zones, each with their own entry regulations and training requirements.

Zone I: consist of the HQP areas, meeting rooms, Amenity room, Undergraduate & Technical support rooms, and Communal Lounge. This is the only zone where food and beverages are allowed.

Zone II: consists of the main open wet labs, the tissue culture rooms, and common equipment rooms, Virus Culture Rooms. Chemicals and biological materials are used with this zone. 2nd floor labs and some rooms on the first floor have been designated as a biohazard containment level 2 area.

Zone III: is located inside the X-ray room (110 ESSEX CORE) and requires all users to be trained in the handling of X-ray radiation.

Zone IV: is located inside the NMR room (122 ESSEX CORE). The NMR is a powerful superconducting magnet. Users should be cautious to bring in debit/credit cards which can be erased in the vicinity of the magnet and the magnetic field may also interfere with the operation of certain medical implants. The NMR facility is managed by Matt Revington.

Zone V: Washrooms, and Storage Rooms.

➤ **Meeting Rooms: *where they are, how to book them***

Below is a list of meeting rooms available at the ESSEX CORE Building. The number in the bracket indicates the number of people the room will accommodate.

In order to book the meeting rooms, Send a request to Science@uwindsor.ca. If you are an employee that uses outlook and can access the calendars, you may check the availability of the rooms.

Room Type	Room Number (Number of Occupants)	Audio/video
Meeting Room	105 (6)	VGA, HDMI + Air Media, University standard phone / extension, 75-inch consumer grade TV with hardwired ethernet
	201 (12)	VGA, HDMI + Air Media, University standard phone / extension, 75-inch consumer grade TV with hardwired ethernet
	301 (12)	VGA, HDMI + Air Media, University standard phone / extension, 75-inch consumer grade TV with hardwired ethernet
Board Room	208 (16)	VGA, HDMI + Air Media, Polycom video conferencing, 75-inch consumer grade TV with hardwired ethernet
	319 (16)	VGA, HDMI + Air Media, University standard phone / extension, 75-inch consumer grade TV with hardwired ethernet

➤ **Mail, Courier & Deliveries**

Couriers and Deliveries

Mail will continue to be delivered to the home department. There is no mail room in CORE.

Packages and shipments should be addressed as follows:

C/O M/Mrs./Ms./Dr Your Name
XYZ Group,
Dept of Chemistry/Biochemistry/Physics/Biology
Room xxx
Essex Centre of Research
Essex Hall
University of Windsor,
401 Sunset Ave
Windsor ON
N9B 3P4

Use what was given by purchasing with updated name. These will be delivered to CCC.

➤ Emergency Exits & Protocols

a) Introduction

- i) In the event of an emergency, it is important to remain calm.
- ii) If assistance is required in an emergency, buttons or phones with direct connection to University of Windsor Security Services are located at various location highlighted on the Fire Plan drawings. (Please familiarize your self with the Fire Plan posted close to your working station).

b) Fire Emergencies

- i) Discovery of a Fire
 - Shout "FIRE, FIRE, FIRE";
 - Activate the fire alarm by pulling the station box located at all exits and/or phone the Campus Police (extension 911) from a safe location. Provide the location of fire, your name and answer any questions asked by dispatcher.
 - Do not attempt to fight fires that cannot be easily handled.
 - Fight the Fire (if it is safe) following instructions on proper use of fire extinguishers.
 - If you put out a fire with a fire extinguisher, NEVER WALK AWAY. Back away and stand by in case the fire reignites.
 - If the fire is too large to use a fire extinguisher, leave the building immediately.
 - Report all fires, no matter how small. Call Campus Police dialing 911 and make sure everyone is leaving the building.
 - Close windows and doors but DO NOT LOCK
 - Evacuate building by the nearest exit;
 - Never use the elevators to evacuate building.
 - Building Fire Plan Managers (Orange Vest) and Fire Wardens will assume a lead role in building evacuation, when in doubt asks.
 - Do not re-enter the building until the all clear has been given by the Building Fire Plan Manager.
- ii) Sounding of Evacuation Alarm
 - Upon Hearing the Fire Alarm:
 - Stop all work and remain calm.
 - If safe, turn off any equipment you are using if you have authority to do so.
 - Follow Fire Warden's directions.
 - Leave the building via nearest exit. (If you encounter smoke in a stairwell or corridor, use an alternate route.)
 - Close all doors behind you. DO NOT USE ELEVATORS.
 - Ensure any handicapped persons are given assistance.
 - Wait for further instruction from the Building Fire Plan Manager at the scene.
 - DO NOT RE-ENTER THE BUILDING until the Building Fire Plan Manager declares it safe to do so.
 - The designated meeting area in the event of an extended and/or after-hours evacuation is the CAW Student Centre, which is open 24 hours.



iii) Pre-action Sprinkler system

Rooms 102, 106, 107, 110, 113, 120, 305, and 305A-F are equipped with Pre-action sprinkler system which requires the end users to become familiar with this system.

Pre-action fire sprinkler systems employ the basic concept of a dry pipe system in that water is normally not contained within the pipes. Water is held back from the piping by an electrically operated valve, known as a pre-action valve. Valve operation is controlled by independent heat or smoke detection.

The double interlock pre-action system requires two events to occur before water is admitted to the system:

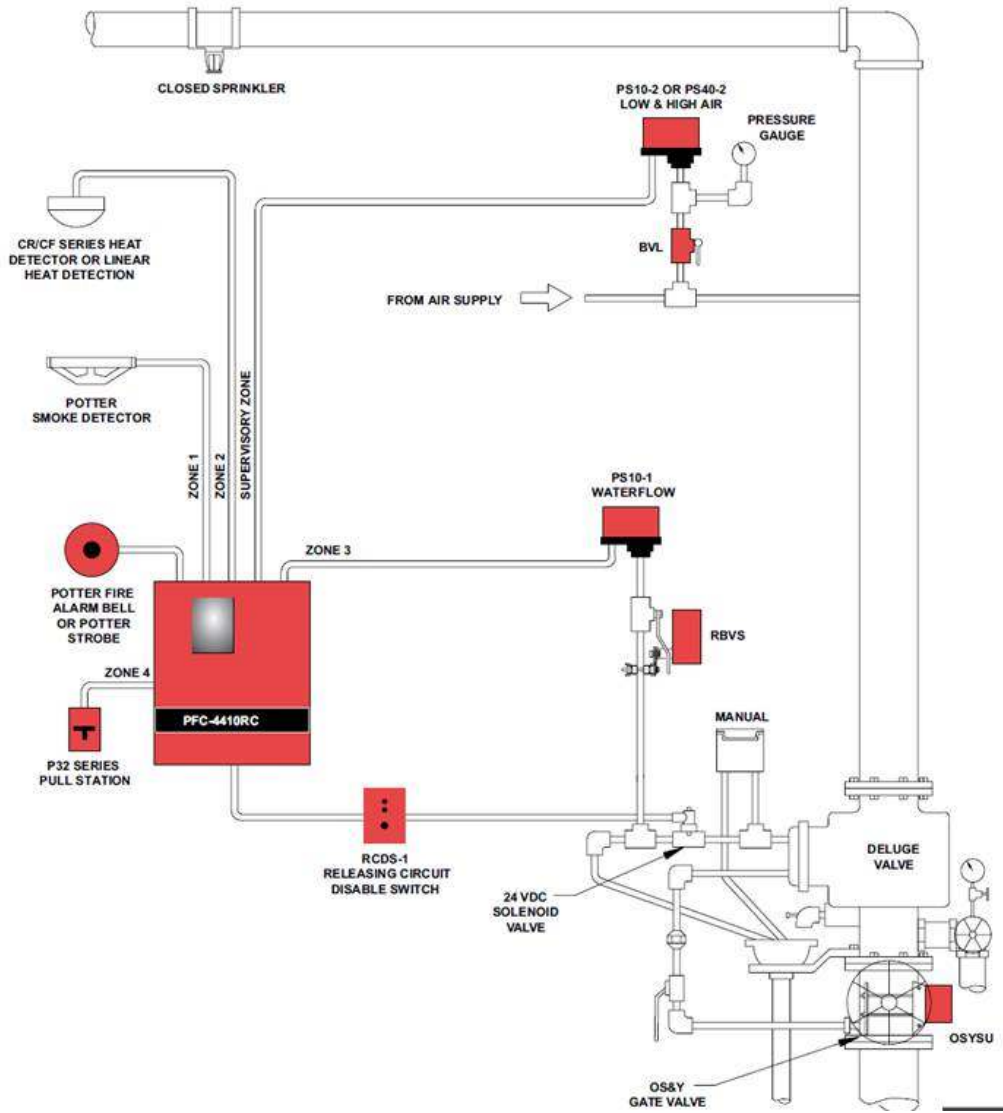
1. Event consists of the activation of a device installed on the supplemental detection system.
2. Event includes the operation of a sprinkler head that causes the maintained air pressure in the system to fall to a predetermined level, which is similar to that of a dry pipe system.

When one of these events occurs, the system activation valve goes into a pre-set position and a local alarm is initiated. The building's fire alarm system indicates a trouble signal.

When the second event occurs, the valve opens, and water enters the system. Water does not enter the system until both events occur. These two events can occur in any order and result in the same outcome.

At this point, the building's fire alarm system is set into first stage of alarm, like with any other sprinkler system.

Please refer to the below schematic showing the basic components of a double interlock pre-action system.



Please refer to Appendix B, Lab Safety Manual, for complete Health & Safety Policy & Procedures.

Access

➤ Building access cards and keys

Access to the building is via (a) card reader and (b) keys for certain rooms/locations. You should already have been issued with this card and any necessary keys. Your card is programmed to work only for areas of the building you are anticipated to need access to. If you have not received your card/keys or need access to other parts of the building, please speak with Sharon Rasul.

Carry your card and keys with you *always*

There are card readers throughout the building (i.e. stairwells, corridors, entrances, lounges, labs, etc.), please ensure you carry your access card and keys with you always. If your keys/card is lost you must fill out an incident report with Campus Police located at 2455 Wyandotte St W., in the Joyce Entrepreneurship Centre.

Please keep all interior doors in the lab closed at all times.

Building Hours of Operation:

This building operates 24 hours a day and 7 days a week. However, access times via the entrance at the North End of the Building and all of the Essex Hall Links are limited to:

Monday – Friday 8:00 – 18:00

➤ Elevators

Passenger Lift (Passenger Elevator)

The passenger elevator is for the transport of researchers and other visitors to the building only. It is NEVER to be used for the transportation of chemicals or cryogenes.

Freight Lift (Service Elevator)

The freight elevator is designed for the movement of larger deliveries and cryogenes.

Researchers should NEVER travel in the freight elevator with cryogenes due to the potential asphyxiation hazard in the case that the elevator breaks down.

Freight elevators or chemical elevators should be used for moving chemicals between floors. If freight elevators are not available. Stairs should be used only if elevators are not available. For specific information on the use of the chemical or freight elevators, please contact the Chemical Control Centre at ext. 3523.

Dumb Waiter Lift

The dumb waiter is designed for the movement of small packages and parcels such as chemicals and solvents for which use of the freight elevator is inappropriate. Please do not overload the dumb waiter.

Equipment and Systems

➤ Computers, networks and telephones:

Computers

The Relocation Contractor will have relocated your computer equipment to your newly assigned area. When you arrive, please reconnect your computer and ensure that it is working properly. If your computer or printer requires an ethernet (hard-wired) connection into the University's network system, connection via network jacks may be provided.

Note that on the building's westside, for the 2nd & 3rd floor, there should be two (2) out of every 12 jacks in a set of tables, typically one on each side of the table, that will have blue RJ45 jack that is active. These network jacks support DHCP protocol for allowing for access to the network assuming the client's device is configured to accept DHCP. The remaining ten (10) jacks per table are designated purple and are not active at time move-in. If these additional jacks are required, please contact your departmental technician;

- Bob Hodge – Biology
- Joe Lichaa – Chemistry/Biochemistry
- Aldo DiCarlo – Physics

Wireless Network

The ESSEX CORE Building is equipped with a secure wireless network that is accessible to faculty, staff, students and approved visitors. Guest wireless network for visitors, and other guests can only be set up by a requesting faculty or staff member.

Telephones

All floors are equipped with a new Voice over Internet Protocol (VoIP) telephone system. Staff originating from main campus, Chrysler Hall North and Essex Hall will keep their existing phone extensions in their new workplace.

IT Service Desk

During scheduled move-in, IT staff will be available, on-site where necessary, to answer questions and resolve any issues that may arise as it relates to new IT / AV equipment within the facility, including telephones, personal computers, printing devices, networks (wired and wireless) and projection / display devices.

In the event that any IT / AV related issues are encountered the first few days at your new work site, please notify designated IT support staff located in your work area or contact the IT Service Desk at <http://www.uwindsor.ca/itshelp> or via phone at extension 4440.

For research or other equipment that is sensitive and connected to the network, please contact your supervisor first and they will make arrangements for any additional IT support that may be required.

IT Helpdesk should only be contact about Wireless Access.

➤ Emergency codes

UWindsor Alert System

Receive emergency communications from the campus' emergency notification system to your device by registering here: <http://web4.uwindsor.ca/alert>



Safe Lancer Mobile App

Please download the free Safe Lancer mobile app by following this link:
<http://www.uwindsor.ca/campuspolice/319/safe-lancer-mobile-app>

Safe Lancer App Features

- One-touch access to Campus Police and Windsor Police (emergency and non-emergency numbers)
- Personal “blue light” button for pedestrians on campus to contact Campus Police immediately
- Virtual Walk home features which allow Campus Police (or a friend in lieu of Campus Police) to follow a walker online to their destination
- “Chat with Campus Police” dispatcher directly using the app
- National Weather Service and Environment Canada alerts to the home screen
- Push notifications from UWindsor Alert for campus emergencies
- Report-a-Tip to Campus Police in numerous ways online via the app
- Access to all campus emergency plans and procedures
- Crime map—see Campus Police and Windsor Police reported crimes on a geo-located map
- Access to on and off campus support services
- Quick links to Campus Police social media platforms

Your workspace

➤ Maintenance Issues

Maintenance and repair issues should be reported to the departmental contact so that they can submit a ticket if required.

Only for urgent matters (such as flooding) contact Maintenance Dispatch at 2850 or e-mail repair@uwindsor.ca

Appendix A

➤ Key contacts

IT Help Desk

Ext. 4440

Website:

<http://www.uwindsor.ca/itshelp>

Office of Health & Safety

Ext. 4547

Email: safety@uwindsor.ca

Campus Police

2455 Wyandotte St W,
Joyce Entrepreneurship Centre
Ext. 1234

**Research Equipment &
associated computers:**

Joe Lichaa - Chemistry
Bob Hodge - Biology
Aldo DiCarlo - Physics
Matt Revington – NMR

Maintenance Services/Dispatch

Ext. 2850

Email: repair@uwindsor.ca

Custodial Services

Ext. 2840

Email: repair@uwindsor.ca

Chemical Control Center

Essex Hall
Ext. 3524

Appendix B

➤ Operation Manuals & important information

- Biosafety Manual
http://www1.uwindsor.ca/chemicalcontrol/system/files/safety_programs/laboratory/SLM%20Laboratory%20Safety%20Manual%202013%20Final%20good.pdf
- Fume Hood Manual
<http://www1.uwindsor.ca/chemicalcontrol/system/files/Fume%20Hood%20Manual%20Final%2020150909.pdf>
- Lab Safety Manual
<http://www1.uwindsor.ca/chemicalcontrol/system/files/LSM%20Laboratory%20Safety%20Manual%202014%20Final.pdf>
- Radiation Safety Manual
<http://www1.uwindsor.ca/chemicalcontrol/system/files/Radiation%20Safety%20Manual%20ver%209.2%20%20FINAL2018.pdf>
- Spill Response Manual
http://www1.uwindsor.ca/chemicalcontrol/system/files/EHS-2014-01_U_of_W_Spill_Response_Manual_2nd_edition_2014_March25_14.pdf
- Waste Collection Procedure
<http://www1.uwindsor.ca/chemicalcontrol/chemical-waste-disposal>
- Lab Closeout Procedure
<http://www1.uwindsor.ca/chemicalcontrol/system/files/CCC-2011-03%20Laboratory%20Closing%20or%20Relocating.pdf>
- Eyewash & Safety Shower
[http://www1.uwindsor.ca/chemicalcontrol/system/files/OHS-4%206%2024%20Emergency%20Eyewash%20and%20Shower%20Equipment\(1\).pdf](http://www1.uwindsor.ca/chemicalcontrol/system/files/OHS-4%206%2024%20Emergency%20Eyewash%20and%20Shower%20Equipment(1).pdf)
- U of W available training page
<http://www1.uwindsor.ca/chemicalcontrol/category/tags/available-training>
- Report an Accident
<http://www1.uwindsor.ca/safety/report-an-accident>
- First Aid Program
<http://www1.uwindsor.ca/safety/firstaidprogram>
- Workplace Violence & Harassment
<http://www1.uwindsor.ca/safety/wpvh>
- Other Safety Programs & Topics
<http://www1.uwindsor.ca/safety/safetytopics>



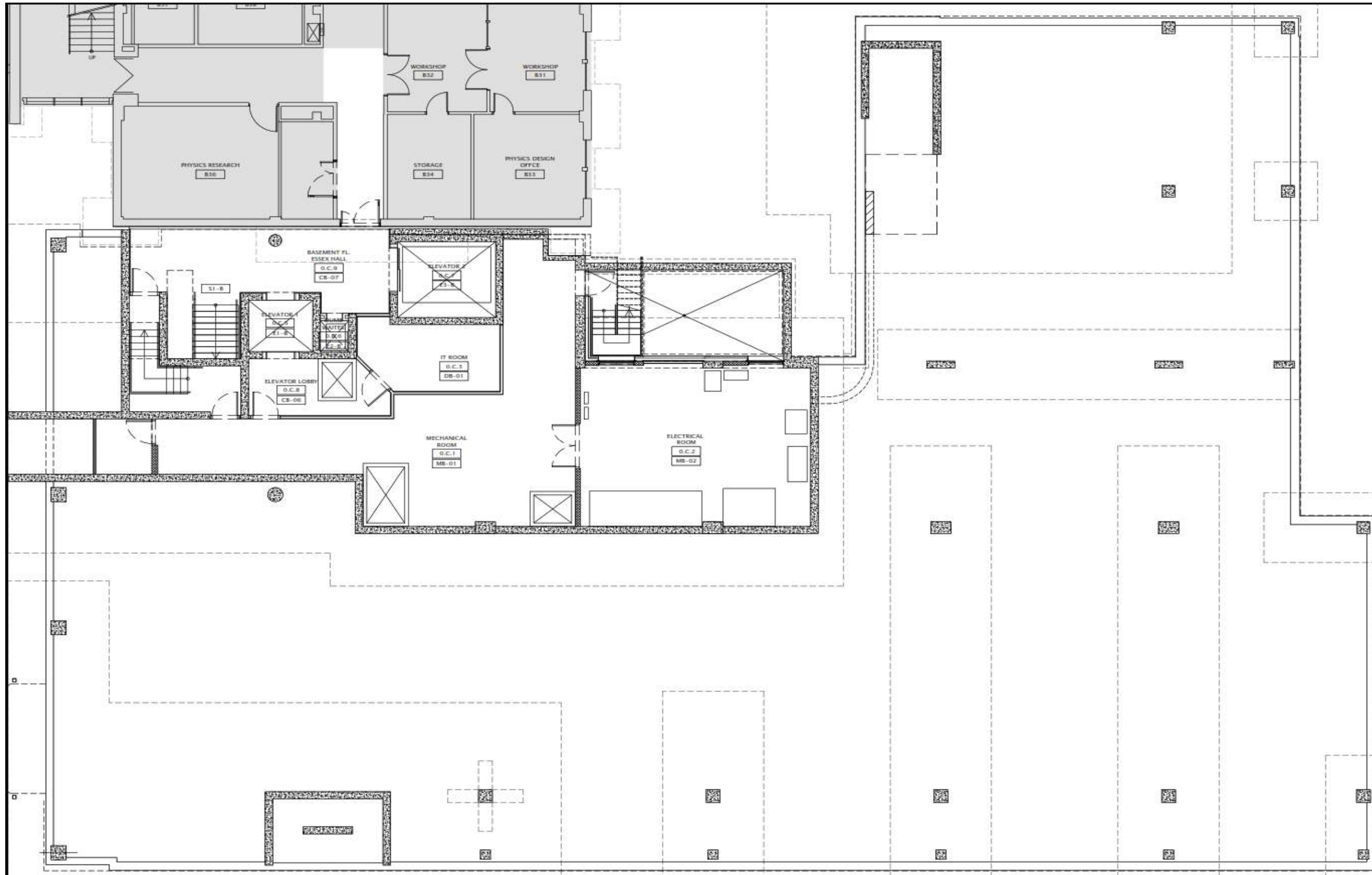
- Required Training (All UWindsor Staff)
<http://www1.uwindsor.ca/chemicalcontrol/required-training>



Appendix C

➤ Floor Plan

Floorplan – ESSEX CORE Building – Basement



Floorplan – ESSEX CORE Building – Floor 1



Floorplan – ESSEX CORE Building – Floor 2



Floorplan – ESSEX CORE Building – Floor 3

