

# BIOSCI FACILITIES RESOURCE GUIDE

[BioSci Facilities Website \(facilities.bio.uci.edu\)](http://facilities.bio.uci.edu)

**Team: Christine Panelli - Director of Facilities - 949-824-8284**

**Paloma Ochoa - Facilities Coordinator - 949-824-7214**

Our offices are located in the 2nd floor of Natural Sciences I, offices 2124 & 2126, next to Imageworks and the BioSci Computing offices. You can also email the facilities team at [biosci-facilities@uci.edu](mailto:biosci-facilities@uci.edu).

## FACILITIES REQUESTS

<a href="#">Facilities &amp; Maintenance Work Order Requests</a>	<p>Our team is here to handle any maintenance and/or custodial requests, urgent facilities issues and facilities concerns for the school. Fill out the Online Facilities Request Form on the BioSci Facilities website, or email us at <a href="mailto:biosci-facilities@uci.edu">biosci-facilities@uci.edu</a>.</p> <p>For life-threatening emergencies, please call 911. For urgent matters or building emergencies, please call Christine Panelli, Director of Facilities at (949) 824-8284.</p>
<a href="#">Renovations and Special Project Requests</a>	<p>Our team will assist in coordinating with campus FM to schedule job walks, review scope of work and collect ballpark estimates for renovation work and special project requests. For all other facilities questions or concerns, please contact us.</p>
<a href="#">Keys/Access Card Requests</a>	<p>Please fill out the BioSci Key form found on the BioSci Facilities website for all BioSci Key/Access Card requests, and email it back to <a href="mailto:biosci-facilities@uci.edu">biosci-facilities@uci.edu</a>. BioSci Facilities Department will submit the key request to the campus Lock Shop with an expected turnaround time of 3-4 weeks. All key requests require PI signature approval.</p>
<a href="#">Reservations: Conference Rooms</a> <a href="#">Golf Cart Check-Out</a> <a href="#">Lactation Room</a>	<p>All reservations including Office of the Dean managed conference rooms, golf cart check-outs, and location room check-outs, can be made on the BioSci Facilities website.</p>

## BUILDING INFORMATION & AMENITIES

<a href="#">Autoclave Rooms</a>	<p>BioSci has self-service autoclave rooms in BioSci 3, McGaugh, Natural Sciences 1, Natural Sciences 2 and Steinhaus. For autoclave information, visit the BioSci Facilities website.</p> <p>Autoclave training is required prior to operating an autoclave. Contact EH&amp;S at 949-824-6200 to schedule autoclave training. Safety glasses, heavy rubber gloves and lab coat should be worn. For assistance in glove selection, call EH&amp;S at (949) 824-6200.</p>
<a href="#">Emergency Freezers</a>	<p>BioSci has two Thermo Scientific -80 degree emergency-use freezers available for BioSci use only. Use shall only be temporary in the event of freezer disruption or outage. For more information, visit the BioSci Facilities website.</p> <p>For access to the emergency-use freezers please contact BioSci Facilities team.</p>
<a href="#">Emergency Leak Supplies</a>	<p>BioSci has emergency-use water leak supplies in McGaugh Hall. For more information, visit the BioSci Facilities website.</p> <p>*Contact BioSci Facilities in the event of a water leak emergency and for access to supplies.</p>
<a href="#">Hazardous Waste Containers</a>	<p>Empty hazardous waste containers are available for self-serve pick-up in the McGaugh Hall loading dock. For more information, visit the BioSci Facilities website.</p>
<a href="#">Ice &amp; Dry Ice Room</a>	<p>BioSci has various ice room locations, and a dry ice room in McGaugh Hall. A keycard is required to gain access to the dry ice room. For more information, visit the BioSci Facilities website.</p>
<a href="#">Lab Cleanout Procedures</a>	<p>Upon notice that a lab will be vacated, all items outlined below must be completed prior to handing over the space to BioSci Facilities.</p> <p>Please contact BioSci Facilities to set-up an initial walkthrough to review the checklist and discuss action items.</p>
<a href="#">Lab Coat Laundry Room</a>	<p>BioSci has a lab coat laundry room in McGaugh Hall, room 1439D. Laundry services for EH&amp;S-issued lab coats are free of charge. Visit BioSci Facilities website for more information.</p>

<b>EH&amp;S INFORMATION</b>	
<a href="#">BioSci EH&amp;S Coordinator</a> Lorena Andrade 2128 Natural Sciences I <a href="mailto:andradel@uci.edu">andradel@uci.edu</a> (949) 824-2221	UCI EH&S School Coordinators are Environmental Health & Safety staff acting as liaisons to each of UCI's academic schools. EH&S coordinators can represent your needs to EH&S, help identify and report unsafe conditions, provide compliance assistance, answer health & safety questions, and clarify regulatory requirements. For more information, visit the EH&S website at <a href="http://ehs.uci.edu">ehs.uci.edu</a> .
<b>ADDITIONAL RESOURCES</b>	
<a href="#">BioSci Computing</a>	The School of Biological Sciences Tech Support team provides technical support to faculty, staff, and graduate students in the school, and strives to ensure that all members of the School have the necessary technical tools to achieve their academic and research goals. For help, email <a href="mailto:bcshelp@uci.edu">bcshelp@uci.edu</a> .
<a href="#">UCI Emergency Management</a>	The mission of the UCI Emergency Management Division is to ensure the UCI community is prepared to respond to and recover from any emergency or disaster event impacting our campus, and to ensure the safety and sustainment of our students, staff, faculty and visitors, as well to maintain the continuity of critical research and academics through which UCI serves the world. For more information, visit the Emergency Management website at <a href="http://em.uci.edu">em.uci.edu</a> .
<a href="#">UCI Police Department</a>	The University of California, Irvine Police Department, provides contemporary law enforcement services including patrol, traffic, investigations, community engagement, crime prevention and suppression, and security services to a daily population of more than 50,000 people. For more information, visit the UCI Police Department website at <a href="http://police.uci.edu">police.uci.edu</a> .
<a href="#">Campus Facilities Management</a>	Facilities Management is proud to support the campus mission of advancing UCI's brilliant future by creating a physical environment that allows our students, faculty and staff to thrive. Our goal is to provide safe, reliable and clean spaces through high quality maintenance, operation, planning and renovation services for our 1,475-acre main campus. For more information, visit the Campus FM website at <a href="http://fm.uci.edu">fm.uci.edu</a> .