

DUNLOP BIOSCI FACILITIES RESOURCES

[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 email the facilities team at biosci-facilities@uci.edu or call (949)824-7363.

FACILITIES REQUESTS

Facilities & Maintenance Work Order Requests	<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 Dunlop BioSci Facilities website, or email us at biosci-facilities@uci.edu.</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>
Renovations and Special Project Requests	<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>
Keys/Access Card Requests	<p>Please fill out the Key Request form found on the Dunlop BioSci Facilities website for all BioSci Key/Access Card requests, and email it back to biosci-facilities@uci.edu. Dunlop BioSci Facilities Department will submit the key request to the campus Lock Shop with an expected turnaround time of 3-4 weeks.</p> <p>All key requests require PI signature approval.</p>
Reservations: Conference Rooms Golf Cart Check-Out Lactation Room	<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 Dunlop BioSci Facilities website.</p>

BUILDING INFORMATION & AMENITIES

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

EH&S INFORMATION	
<p>BioSci EH&S Coordinator Lorena Andrade 2128 Natural Sciences I andradel@uci.edu (949) 824-2221</p>	<p>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 ehs.uci.edu.</p>
ADDITIONAL RESOURCES	
<p>BioSci Computing</p>	<p>The Dunlop 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 bcshelp@uci.edu.</p>
<p>UCI Emergency Management</p>	<p>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 em.uci.edu.</p>
<p>UCI Police Department</p>	<p>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 police.uci.edu.</p>
<p>Campus Facilities Management</p>	<p>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 fm.uci.edu.</p>