



# UBC Faculty of Medicine Tenant Information Handbook Life Sciences Centre

JUNE 20, 2023

## TABLE OF CONTENTS

GENERAL BUILDING INFORMATION .....	3
Life Sciences Centre.....	4
Building Lay-Out .....	4
Noise windows .....	4
Washrooms and shower facilities .....	4
Elevators.....	4
Garbage and Recycling.....	5
Perugia Italian Caffè .....	5
Commuting.....	5
BUILDING AMENITIES.....	6
Lunch Room / Staff Lounge .....	6
Faculty Lounge .....	6
Research Floor (2-5) Pods And Bridges .....	6
Mail Room .....	6
Receiving Facility Couriers.....	7
LSI Equipment Services Workshop .....	7
LSI Store.....	7
Telephones & Online Directory .....	7
ROOM AND EVENT BOOKING .....	8
Life Sciences Institute.....	8
Faculty of Medicine .....	8
SAFETY AND SECURITY .....	9
LSC Security 604-822-3734.....	9
UBC Campus Security 604-822-2222.....	9
Emergency & Non-Emergency Phone Numbers.....	9

Personal Safety .....	9
Lost and Found .....	9
Office Security .....	9
Alarms.....	10
Fire Alarms.....	10
Health and Safety .....	10
LSC Health & Safety Teams .....	11
Safety Orientation And Training Requirements .....	11
Emergency Response Plan .....	11
First aid .....	11
Ergonomics .....	12
Keys .....	12
Access Cards .....	12
Visitors.....	12
MAINTENANCE AND FEE-FOR-SERVICE REQUESTS.....	12
Maintenance requests .....	12
Fee-For-Service Work Requests .....	13
FREQUENTLY ASKED QUESTIONS.....	14
Where to Find Information Regarding Filming on UBC Campus (including lsc).....	14
How to gain access to submit service request online with PAnon .....	14
Where Do I Get Insurance Information.....	14
What’s The Requirement For Bio-Safety Cabinet Move .....	14

**GENERAL BUILDING INFORMATION**

## LIFE SCIENCES CENTRE

Building address: 2350 Health Sciences Mall, Vancouver, BC, V6T 1Z3

The LSC building main entrances are locked at 6PM, and unlocked at 7AM Monday to Friday.

The building administration office on the main floor is open from 8:30AM to 4:30PM, Monday to Friday.

The main floor teaching rooms and meeting rooms are open from 7AM to 6PM, Monday to Friday.

The B2 level [LSC Receiving Facility](#) is open 8AM to 4PM, Monday to Friday; [LSI Equipment Services Workshop](#) and [LSI Store](#)'s business hours are 9AM to 5PM, Monday to Friday.

For UBC campus maps, please click [here](#).

## BUILDING LAY-OUT

There are 5 floors above ground and 3 floors below. The above-ground building is structured like a Roman Numeral III, the cross-bars being the corridors running along the North and South sides that join the three towers, West (3000), Center (4000) and East (5000).

The rooms, theatres, labs, etc., are numbered accordingly; i.e., room 3420 would be found on the 3<sup>rd</sup> floor in the Center tower. The spaces between the bars are the atria, West and East.

The building room numbering system is generally as follows:

- (i) First digit indicates the floor (i.e., 5xxx indicates the location is on the fifth floor). In the case of the 3 basement floors the first two digits indicates the floor ( i.e., B2xxx indicates the location is on floor B2)
- (ii) Second digit indicates the tower, with 3 indicating West Tower, 4 indicating Centre Tower and 5 indicating the East Tower (i.e., 53xx indicates the west Tower on the fifth floor).

## NOISE WINDOWS

The bi-annual Life Sciences / Pharmacy noise windows are set by Animal Care Services based on coordination with researchers. These are the only times that building maintenance and project work with high impact noise, vibration, and/or smell that could reach the basement levels is allowed.

Please contact [Sophia Wang](#) for the current noise window schedules.

## WASHROOMS AND SHOWER FACILITIES

Washrooms and shower facilities are located on each floor. Only main floor facilities are open to public during business hours.

## ELEVATORS

There are four elevators serving the building. Access card is required to access all floors except B1 west side student locker area, and B2 east side LSI Store area.

## GARBAGE AND RECYCLING

General recycling bins and garbage receptacles are located throughout the building.

For information regarding other recycling and non-hazardous waste management, please check [LSC Recycling and Non-Hazardous Waste Management](#) website.

## PERUGIA ITALIAN CAFFÈ

The [Perugia Italian Caffè](#) is located on the main floor of LSC, and it's open Mon-Fri 7:30am – 4:30pm.

UBC Food Services offers [40+ Cafés & bistros, residence dining rooms, food trucks, restaurants](#), and more on campus.

## COMMUTING

Click [here](#) for information on all modes of transportation to UBC Vancouver Campus including transit, cycling, walking and driving.

There is a free shuttle service between UBC Hospital, VGH, St. Paul's, BCCA and Children's & Women's Hospitals. [See schedule](#).

Times are subject to temporary changes without notice due to weather and road/traffic conditions. It's recommended that you arrive a few minutes early for your trip.

Times are subject to temporary changes without notice due to weather and road/traffic conditions. We strongly advise that you arrive a few minutes early for your trip.

## BUILDING AMENITIES

### LUNCH ROOM / STAFF LOUNGE

The main floor staff kitchen in the administration area is for staff use. As a shared space, it is everyone's responsibility to keep it clean and tidy.

There is a kettle, water cooler, microwave, fridge, toaster, and limited tableware and cutlery available for your use.

### FACULTY LOUNGE

The faculty lounge is located on the main floor within the administration area and is available for use by the LSC building occupants. It can also be booked for meetings, receptions, and special event (see room booking section below).

### RESEARCH FLOOR (2-5) PODS AND BRIDGES

Over the South end of the West atrium on floors 2 through 5 are 'Pods', a partially enclosed series of lounges connected by a common open stairwell. They have been designed to facilitate communication and inter-action between research groups. Together with the bridge walkways between the Towers they are the primary locations for researchers and their staff and trainees employed in the labs to have breaks and lunch.

There are kettles, microwaves, fridges, toasters, and limited tableware and cutlery available for your use.

### MAIL ROOM

The address for the LSC building is 2350 Health Sciences Mall, Vancouver, BC, V6T 1Z3.

The mail room is located behind the reception area on the main floor. Mail slots are assigned to labs, departments, and/or persons for income mails.

There're outgoing mail bins for On-Campus locations, within Canada, and international. Campus Mail's drops off and pick up are daily around 10am.

External sending: Mail services are for business purposes only unless you have prepaid postage for your personal service items. Each piece of outgoing mail must include the appropriate department Worktag or have prepaid postage.

## RECEIVING FACILITY COURIERS

The UBC [LSC Receiving Facility](#) is located on level B2 of the LSC. Business hours are 08:00 to 16:00 Monday to Friday. Closed on weekends and Stat Holidays.

- All couriers Deliveries/Shipments to/from occupants of the building can only be received/shipped through the building's Loading Docks at the north side of the building. Access to Loading Docks is off Health Sciences Mall.
- To contact the LSC Receiver, please call 604-827-3978.

## LSI EQUIPMENT SERVICES WORKSHOP

The LSI Equipment Services Workshop is located in the LSC East Wing Room B2.518A (level B2) near the shipping/receiving area, and it provides on campus support for laboratories in the following areas:

- Repair & maintenance
- Design, fabrication & modification
- Consultation

Please check [the Workshop's website](#) for contacts, availabilities, and rates.

## LSI STORE

LSI Store is located on level B2 east side, and provides the LSI community with a convenient source for common lab supplies at reduced costs, as well as free access to dry ice, glass washing detergent, biohazard bins and bags, lab coats and lab coat laundry service.

Please check [the LSI Store's website](#) for contacts, hours, and product availabilities.

## TELEPHONES & ONLINE DIRECTORY

Contact your Department/Centre/Institute Administrator (departmental voice administrators) for any phone requests and related issues (i.e. voicemail password resets, call display name change, long distance codes, etc).

For information on phones and features (online phone instructions, unified messaging, voicemail, etc), click [here](#).

To access UBC's online directory service, click [here](#). Requests for updates to the directory can be sent to Department/Centre/Institute Administrator.

## ROOM AND EVENT BOOKING

LSC room bookings are managed by the following 2 groups depending on which room you want to book:

### LIFE SCIENCES INSTITUTE

External bookings:

Rooms and rates, and how to book can be found here: <https://lsi.ubc.ca/resources/room-booking/>

Contact: Sharda Muni, [lsi.reception@ubc.ca](mailto:lsi.reception@ubc.ca), 604-827-4128

- West and east Atrium
- Faculty Lounge
- 1330 – Meeting room
- 1410 – Class room
- 1416 – Class room
- 1510 – Class room
- 9 Upper research floor meeting rooms

Internal Bookings:

LSI resident members are able to book most of the rooms with their CWL. Please contact [LSI Reception](#) to book the West / East Atrium.

To lookup/book rooms, login here: <https://www2.lsi.ubc.ca/index.php>.

### FACULTY OF MEDICINE

<http://facilities.med.ubc.ca/room-booking/>

Contact: Resource Coordination Team

[fom.resourcecoordination@ubc.ca](mailto:fom.resourcecoordination@ubc.ca)

[1.877.266.0666](tel:1.877.266.0666) option 3

- LSC1 (1001) – Lecture Theatre
- LSC2 (1002) – Lecture Theatre
- LSC3 (1003) – Lecture Theatre
- CMR (1312) – Video Conference Room
- MPL – Multi Purpose Lab
- GAL – Gross Anatomy Lab
- 1443 – Class room & VC room
- CBLs – Class rooms

\*Events booked in the LSC building should follow the [LSC Facility Usage Guidelines](#), and [UBC Policy – “Serving and Consumption of Alcohol at University Facilities and Events”](#).



## SAFETY AND SECURITY

### LSC SECURITY 604-822-3734

LSC is guarded by 2 security officers from Campus Security 24/7 and 365 days a year. One officer stays in the Campus Security office monitoring surveillance cameras and phone calls; the other officer patrols inside and outside the building multiple times a day, and responds to access requests, etc.

### UBC CAMPUS SECURITY 604-822-2222

Campus Security is comprised of qualified and dedicated in-house security personnel who are focused on the delivery of safety and security services to everyone within the UBC community.

---

## EMERGENCY & NON-EMERGENCY PHONE NUMBERS

IN THE EVENT OF AN EMERGENCY, CALL 911 IMMEDIATELY.

Click [here](#) for UBC Campus Emergency and Non-Emergency Phone Numbers.

---

## PERSONAL SAFETY

There are various personal security options available to the UBC community, including but not limited to, AMS Safewalk, shuttle buses & campus blue phones. Click [here](#) for more information.

---

## LOST AND FOUND

Search Campus Security's [Lost & Found Database](#) or visit their office located at:

Lost & Found Office  
6200 University Boulevard  
Vancouver, BC V6T 1Z4  
Tel: 604.822.6786

## OFFICE SECURITY

Please take a moment to review your work space: in order to reduce incidents of theft, store/lock your valuables out of sight or take them with you when you step out of the office. Before leaving for vacations, lock your door (if applicable), lock all cabinets, and log off/shut down your computer.

If you see someone in the office area who is not familiar, enquire if they need help and escort them. Visitors looking for specific offices or staff should be brought to the Front Desk for further vetting. In general, if you see something suspicious, don't hesitate to contact the security office at your site.

## ALARMS

There are a few alarmed rooms in the building. Alarm codes should only be provided to staff with a demonstrated need. Contact the [LSC Operations Manager](#) to request an alarm code.

Room Number	Auto-Disarm	Auto-Arm
LSC 1 and AV Control room		8:30pm M-F; 5pm Sat-Sun
LSC 2 and AV Control room		8:30pm M-F; 5pm Sat-Sun
LSC 3 (1411)		8:30pm M-F; 5pm Sat-Sun
LSC 3 1413 AV Control room		8:30pm M-F; 5pm Sat-Sun
1435 (MedIT office)		7:00pm Mon-Sun
1449 (MedIT office)		7:00pm Mon-Sun
MPL (1014)	6:00am M-Sat; 8:00am Sun	8:30pm M-F; 5pm Sat-Sun
MPL 1011		8:30pm M-F; 5pm Sat-Sun
CMR (1312)		8:30pm Mon-Sun
B2516 (LSC Data Centre)	Always alarmed	Always alarmed

## FIRE ALARMS

If you hear the fire alarm it **must** be treated as a real emergency.

1. **Shut down equipment, secure hazardous materials. Close fumehood sashes.**
2. **Calmly proceed to nearest exit** — in case of fire check doors for heat before opening.
3. **Follow instructions** from floor wardens and emergency evacuation personnel.
4. **Do not use elevators.**
5. **Walk — don't rush or crowd.** Use handrails in stairways. Assist people with disabilities.
6. **Move away from the building quickly** — watch for falling glass and other hazards.
7. **Move to your emergency meeting location** – the 'grassy knoll' on the south side of the LSC – and stay there until you receive further instruction
8. **Do not re-enter the building until notified** by emergency personnel that it is safe to do so.

*Note:* After a fire alarm is silenced, occupants will be allowed to re-enter the LSC but *are to refrain from entering laboratories until after the building ventilation systems have been re-started.*

The cessation of visual and audible air-flow alarms will indicate that it is safe to re-enter laboratories. This procedure is in place to protect laboratory personnel from any potentially hazardous air-borne emissions that may have accumulated within the labs during the ventilation shut-down.

## HEALTH AND SAFETY

The Life Sciences Centre is dedicated to creating a safe and healthy environment which will assist researchers, students and staff in reaching their full potential as they pursue their scientific, academic and occupational endeavors. To help achieve this, the LSC has implemented a comprehensive Health and Safety Management System – known as the LSC Health and Safety Program – which strives to engage and positively affect everyone within the LSC community. Click [here](#) for more information.

---

## LSC HEALTH & SAFETY TEAMS

The Health and Safety Team structure at the LSC follows a basic floor-by-floor model – with some practical exceptions – where floors / areas within the facility have their own Health and Safety Team. Each of these teams is populated by people who work on that particular floor / area. The overall role of these teams is to conduct health and safety team practices (according to Local Safety Team Terms of Reference) and implement LSC/UBC safety policies and procedures in their respective areas.

For additional information about local Safety Teams at the Life Sciences Centre, please contact Pierre Tanguay, LSC Health and Safety Advisor, at 604-827-4127 or at [pierre.tanguay@ubc.ca](mailto:pierre.tanguay@ubc.ca).

---

## SAFETY ORIENTATION AND TRAINING REQUIREMENTS

Please visit the [Safety Orientation and Training Requirements](#) page on the LSC Health and Safety website for specific requirements for visitors, laboratory staff, and non-laboratory staff.

Completion of the [LSC On-line Safety Orientation](#) is required to obtain access to LSC. Please contact your Department/Centre/Institute Administrator for login name and password.

---

## EMERGENCY RESPONSE PLAN

Please review the [LSC Building Emergency Response Plan](#) for information about emergency procedures throughout the building.

Other LSC health and safety policies, procedures and publications can be found [here](#).

---

## FIRST AID

IN THE EVENT OF AN EMERGENCY, CALL 911 IMMEDIATELY.

**Faculty, staff, and student-staff**, should call [604.822.4444](tel:604.822.4444) to contact Campus Security for first aid. In the event of a medical emergency, first call [9-1-1](tel:9-1-1) and then call first aid at [604.822.4444](tel:604.822.4444).

Local faculty/departmental first aid attendants are no longer officially part of UBC's Occupational First Aid Program. Not requesting first aid through the official UBC First Aid responder (Campus Security) may result in the absence of the necessary first aid documentation for a [WorkSafeBC](#) claim. First Aid kits are also no longer required in your department, however, first aid supplies are still important to have in your emergency kit. Learn more on [UBC's Emergency Preparedness website](#).

**Students and visitors** should call [604.822.2222](tel:604.822.2222) or locate an [Emergency Blue Phone](#) to contact Campus Security for first aid.

In the event of a medical emergency or if the first aid situation was caused by a crime being committed, first call [9-1-1](tel:9-1-1) and then call first aid at [604.822.2222](tel:604.822.2222).

Campus security will ask a few vital questions about the situation and dispatch an officer to your campus location, or pass the call to the emergency services if necessary.

## ERGONOMICS

The UBC Ergonomics program helps to ensure the safety and well-being of employees at the University of British Columbia. It promotes optimal working postures and practices in order to reduce workplace musculoskeletal injuries. Contact UBC's Ergonomic Program at [ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca) or 604-822-9040. [Office Ergonomics](#), [Lab Ergonomics](#), [Purchasing & Design Guidelines](#), [Other Resources](#)

## KEYS

UBC building & office keys are managed by the Parking & Access office located in the UBC Bookstore. Contact your Department/Centre/Institute Administrators to arrange Key requisitions. The employee will receive a notification when the key is ready for pick-up. Please note that a one-time \$20 deposit is required, which will be refunded to you upon return of all keys.

All key requests must be approved by your supervisor.

## ACCESS CARDS

Staff requiring access to LSC and other UBC buildings must obtain a UBC ID card from the Parking & Access office located in the Bookstore. [Applying for your faculty & staff UBC card](#).

Once you have obtained your UBC ID card, contact your Department/Centre/Institute Administrators to add access to the LSC and/or other UBC buildings.

## VISITORS

If you are expecting visitors, please let the Receptionist know ahead of time. The Receptionist will call you when they arrive – please greet them at Reception and escort them through the office.

## MAINTENANCE AND FEE-FOR-SERVICE REQUESTS

UBC Building Operations handles all maintenance and fee-for-service requests.

## MAINTENANCE REQUESTS

Maintenance requests such as broken doors/locks, burnt out lights, plugged toilets, leaking faucets, fume hood/cold room alarms, tripped breakers, etc., can be submitted via:

1. Building Ops Service Centre Telephone: 604-822-2173
2. Email: [servicecentre.buildingops@ubc.ca](mailto:servicecentre.buildingops@ubc.ca)
3. Twitter: <https://twitter.com/UBCFixMySpace>
4. Online via [Planon](#) if you have access (learn about how to get access in the FAQ section below)
5. Contact the LSC Operations Manager [sophia.wang@ubc.ca](mailto:sophia.wang@ubc.ca) or 604-827-3936

**FEE-FOR-SERVICE WORK REQUESTS**

For fee-for-service requests such as moving services, custodial services, room/lab modifications, electrical/mechanical modifications, etc., submit online via [PLANON](#) if you have access, or contact the LSC Operations Manager [sophia.wang@ubc.ca](mailto:sophia.wang@ubc.ca) or 604-827-3936.

Building Ops Charge out Rates and what’s considered Fee-for-service work:

Service	2023/24 Reg Rate/Hour	2023/24 OT Rate/Hour
Building Maintenance Trades	\$78	\$120
Custodial	\$41	\$62
Municipal (Landscapers / Labourers)	\$59	\$86

Core Services (Free Maintenance Request)	Fee-for-Service Request (labor free for work under 15 hours; pay for materials only)
<b>Painting:</b> hallways, building lobbies and vestibules, building exterior, public washrooms, classrooms, graffiti clean-up, repaint after flood damage.	<b>Painting:</b> Bookcases, offices, private meeting rooms, business unit lobbies, change of colour for aesthetic reasons.
<b>Carpentry:</b> stained or damaged ceiling tile replacement, repairs after a flood (water damage), vandalism repairs, baseboard repair/replacement, hallways, public washrooms and building lobbies	<b>Carpentry:</b> building or assembling bookcases and/or cabinetry, hanging whiteboards, corkboards, pictures and shelves, modifying desks and assembly or disassembly and keyboards tray installs
<b>Electrical:</b> resetting of tripped breakers, replacing ballasts, repair of base building electrical systems and equipment	<b>Electrical:</b> installing or modifying electric ccts for building tenants, installing or modifying building lighting for client requirements, installing or hardwiring equipment for clients
<b>Plumbing:</b> repair/replacement of leaking or broken faucets, sinks and toilets, drain repair and clearing, base building hot water tank repair or replacement, if applicable lighting or repair to base building gas appliances such as furnaces and hot water tanks	<b>Plumbing:</b> install or connection of client supplied equipment, upgrading existing or installing new sinks or new faucets

## FREQUENTLY ASKED QUESTIONS

### WHERE TO FIND INFORMATION REGARDING FILMING ON UBC CAMPUS (INCLUDING LSC)

Check out the [Filming On Campus page](#) for contacts, procedures and guidelines.

### HOW TO GAIN ACCESS TO SUBMIT SERVICE REQUEST ONLINE WITH PLANON

To submit a service request, you will need to have a CWL account and Service Requestor access in Planon and complete a Planon access form.

To request access to Planon, submit a ticket to the [UBC IT Self-Service Portal](#) and attach the completed Planon access form to your ticket.

Download the Planon access form here: <https://facilities.ubc.ca/services/submit-a-service-request/>

All service requests submitted by customers can be monitored through Planon My Requests.

For Planon resources and information, please visit the [‘Support for Planon’](#) or [‘Planon FAQ’](#) sections

### WHERE DO I GET INSURANCE INFORMATION

Claim equipment theft or damage due to power bumps/outage, etc.

Here’s the link to UBC property insurance: <http://rms.ubc.ca/insurance/insurance-programs/property-insurance/>

Contact person:

Gina Wong

Senior Analyst, Insurance & Loss Prevention

Risk Management Services

604 822-5623

[gina.wong@ubc.ca](mailto:gina.wong@ubc.ca)

### WHAT’S THE REQUIREMENT FOR BIO-SAFETY CABINET MOVE

As per UBC Risk Management, before moving a BSC, proper equipment decontamination need to done by HEPA (or other certified company). BSC also needs to be re-certified after the move.