

SCIENCE TEACHING AND LEARNING CENTER

Building Operational Bylaws



Chemistry, Biology and the Science Libraries

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BUILDING ACCESS

BUILDING OPERATING HOURS

	MONDAY THROUGH FRIDAY	SATURDAY	SUNDAY
Unlocked	8:00am- 5:00pm	Events only	Events only
Valid ID Only	5:00pm- 10:00pm	Events only	1:00pm-10:00pm
After Hours	With approved access	With approved access	With approved access

LIBRARY OPERATING HOURS

	MONDAY THROUGH THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open	8:30am-8:30pm	8:30am- 5:00pm	Closed	1:00pm- 8:30pm
After hours	With approved access	With approved access	With approved access	With approved access

LIBRARY RULES OF ENGAGEMENT

The entrance to the library is located on the third floor of the Sapp Center and is accessible via the building's passenger elevator, located to the left as one enters the building from Lomita Drive. The library occupies much of the third floor and all of the fourth floor of the Sapp Center, and a passenger elevator makes both floors accessible to library users.

The library doors are on a separate segment from the remainder of the building doors. The library has three separate access levels that they manage and give access to.

1. Library Staff
2. Library Patrons
3. Elevator to the 4th floor for visitors

The building elevator makes the 3rd floor and 4th floor accessible to library users, in order to use the elevator to access the 4th floor a courtesy elevator card will need to be picked up at the library circulation desk.

The library provides individual after-hour access as a privilege granted to users who have demonstrated need for around-the-clock access to the Science Library's collection in order to support their teaching and research needs. Request for after hour access should be made in person at the library or a message can be sent to sciencelibrary@stanford.edu

The following user groups are eligible for after-hour access:

- All Stanford University Faculty
- All graduate students and postdocs in the Department of Biology, Chemistry, Chemical Engineering, Mathematics and Statistics
- Graduate students and postdocs from other Stanford departments who have a letter of support from their faculty advisor. Faculty should send the letter of support to sciencelibrary@stanford.edu
- Selected research, academic and administrative staff may be eligible for after-hour access to the Science Library. Please contact sciencelibrary@stanford.edu.

Policies and Procedures for Library after-hour access

- **Attending a Science Library Orientation Tour**
 - An orientation tour is required before after-hour access is activated
 - Tours are by appointment only
 - You must present an active Stanford ID, have an @stanford.edu email address in the library's circulation system, and complete an application for
- **Entering the Library when it is closed**
 - At closing, all users must exit the library and reenter using their Stanford ID card
 - Access is an individual privilege and cannot be shared with others. Do not open the door for anyone or allow anyone to enter with you
 - All users must be prepared to present their Stanford ID

- **Using the library when it is closed**
 - Be sure to check out each item before removing it from the Library
 - The reserve collection is not available when the library is closed
 - Only public computers may be used; do not use staff computers
 - No eating or drinking in the library (bottled water is okay)
 - Do not enter staff areas

- **Leaving the Library**
 - Please make sure the library door is closed and locked
 - The door should not be propped open for any reason
 - If you are the last one leaving the library, please close all windows and turn off all lights

- **After-hour access is discontinued**
 - If you leave Stanford or are not currently registered
 - If the library borrowing privileges are blocked, contact sciencelibrary@stanford.edu
 - If privilege is misused by loaning an ID card to another or letting unauthorized others into the library
 - If a user is eating or drinking in the library (bottled water is okay)

- **Reporting Problems**
 - If the door does not open as expected, please call (650) 723-2281
 - Please report any suspicious or unsafe behavior or other problems to the Stanford Department of Public Safety; call 9-911 (from campus phone) or 911 (from cell phone)

REGISTRAR CONTROLLED TEACHING SPACES

Registrar controlled rooms in the Sapp Center can be booked by anyone on campus. Biology and Chemistry department courses are given priority over other events booked in the rooms. To book a Registrar controlled room go to <https://25live.collegenet.com/stanford/>

The Sapp Center has a total of seven classrooms that are controlled through the Stanford Registrar's Office. Please see the full list and details below:

Name/Room	Capacity	Tables/Chairs	Features
104	28	28 chairs	
105	30	30 chairs	
111 Oberndorf Auditorium	300	295 chairs	
114 Lecture Hall	128	128 chairs No tables	
115	60	60 chairs 31 tables	Seating flexible to be moved, 10 mac computers mounted to the wall, smart panel and docking station
118	28	28 chairs	
119	30	30 chairs	

POLICIES AND PROCEDURES FOR THE CLASSROOMS

The doors to the classrooms are tied to 25Live and exterior access is over-ridden by the classroom schedules on the two 1st floor doors facing Lomita Drive. These exterior doors will unlock 15 minutes before the start of the event and will lock 15 minutes after the event ends.

As noted above, the doors to the classrooms are tied to the events scheduled on 25live. The door to a particular classroom will be unlocked 15 minutes before the start of the event and will lock 15 minutes after the event ends.

No food or drinks are allowed in the registrar controlled classrooms.

Microphones: A lavalier (clip on) microphone is located in the Lecture Hall and Auditorium along with back-up batteries for the microphones. If you desire to check out additional microphones for the event or class, please schedule a time with the building manager Vivian Sampson vsampson@stanford.edu to check out the additional microphones needed.

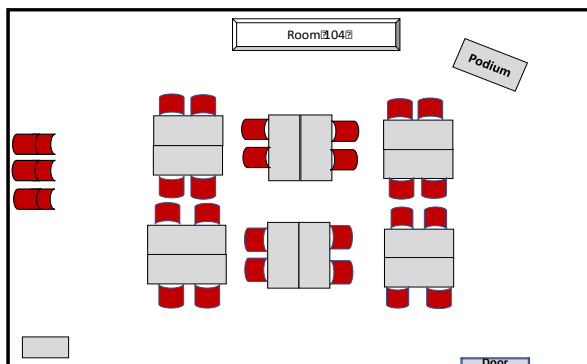
Hearing Devices: The Auditorium and Lecture Hall are equipped with hearing devices to support the hearing impaired. To check out a device please send an email to the building manager Vivian Sampson at vsampson@stanford.edu. Please make sure to plan ahead to check out these devices.

Elevator access: There is an elevator in the building that brings users to all floors. All classrooms and restrooms are located on the 1st floor. The 2nd and 3rd floors hold the teaching laboratories and the entrance to the Li Ma Library. The elevator works from the 1st to the 3rd floor. For access to the 4th floor, you will need to go through the Li Ma Library.

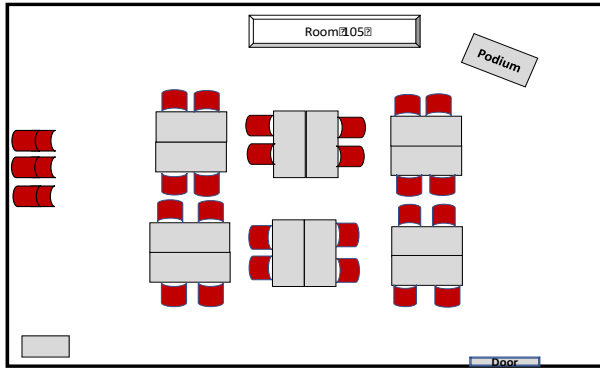
Classroom default layouts and capacity

Classroom 104

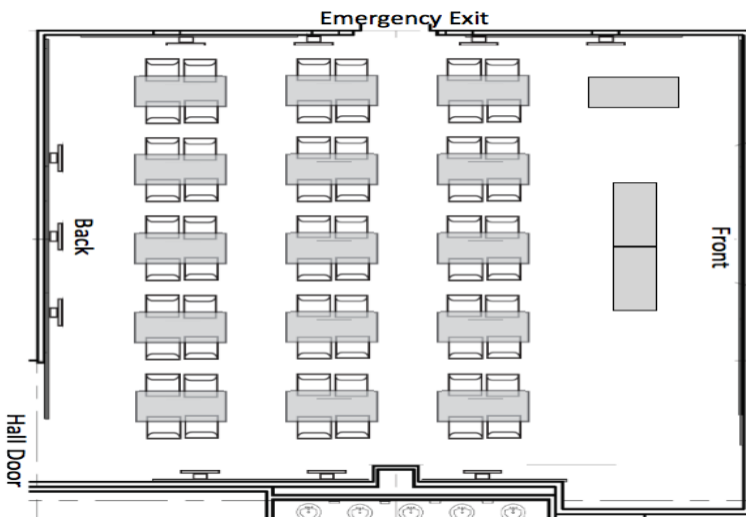
Capacity: 30



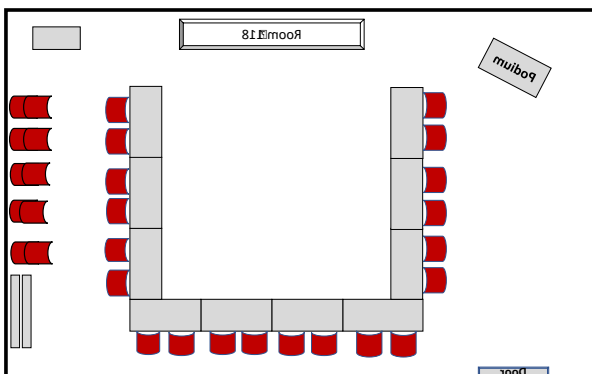
Classroom 105
Capacity: 30



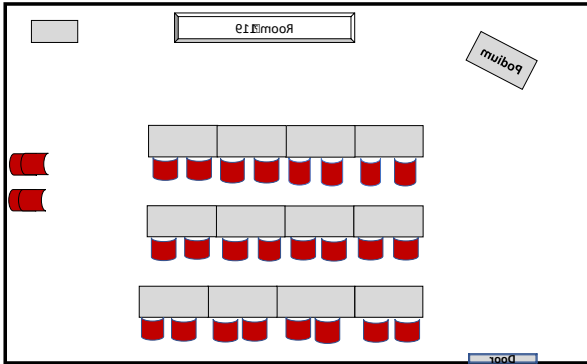
Classroom 115
Capacity: 60



Classroom 118
Capacity: 30



Classroom 119
Capacity: 30



Lecture Hall 111
Capacity: 128



Oberndorf Auditorium
Capacity: 300



LABORATORY TEACHING SPACES

The Sapp Center has a total of 10 laboratories. Located on the 2nd floor there are 5 swing laboratories and 5 Organic Chemistry laboratories on the 3rd floor.

2nd floor Labs:

- Swing lab 201
- Swing lab 208
- Swing lab 215
- Swing lab 223
- Swing lab 226

3rd floor labs:

- Organic lab 304
- Organic lab 306
- Organic lab 312
- Organic lab 318
- Organic lab 320

Laboratory Safety

Each laboratory environment poses a unique set of hazards, including chemical, biological and physical hazards. The following are general safe laboratory practices for personnel working in labs where hazardous chemicals are used and/or stored.

Understanding Hazards:

- Know the hazards of the chemical you are working with. Prior to using a chemical with which you are unfamiliar, consult the Safety Data Sheet (SDS) or other appropriate references.
- Assume that unknown materials are toxic, and that a mixture is more toxic than its most toxic compound.
- Minimize exposure to all chemicals, regardless of toxicity or their familiarity. Most laboratory chemicals have not been fully characterized with respect to their toxicity.

Emergencies:

Know the location and proper use of emergency equipment such as safety showers, fire extinguishers and fire alarms.

Engineering controls:

Minimize chemical exposure through consistent and proper use of laboratory fume hoods, glove boxes, or other ventilated enclosures.

Personal protective equipment:

When entering any of the lab teaching or prep spaces, wear:

- Personal Protective equipment (PPE), including a lab coat, safety glasses and disposable nitrile gloves (at minimum).

- Appropriate street clothing, which includes long pants (or equivalent) that cover legs and ankles and non-perforated, closed-toe shoes that completely cover the feet.

BUILDING MEETING SPACES

Sapp Center has five conference rooms and two study rooms that are controlled by the building manager.

- The meeting rooms can be reserved by the Biology, Chemistry and Librarians departments only
 - Room 212D can only be reserved by the occupants of the building
 - Rooms 212B and 212C are only to be booked for tutors of Biology, Chemistry and Libraries
- There is no food or drinks allowed in the conference or study rooms at the Sapp Center
- All rooms are available for OAE proctoring for students during exam dates
- When a reservation is requested, please know it may take up to 48 hours to confirm

In the works: These rooms will be available on 25live for booking. We are also installing QR codes on each room **except:212D**. Students will be able to walk up to the room scan the code see if the room is available and book the room in 15 minute increments (up to 1hr) if the room is available.

Meeting Spaces and capacity

Room 107
Capacity: 8

Room 116
Capacity: 8

Room 212B
Capacity: 3

Room 212C
Capacity: 3

Room 212D
Capacity: 10-15 but only 8 chairs

Room 300
Capacity: 8

Room 319
Capacity: 8

How to Reserve a Space:

CONFERENCE ROOMS/GALLERY/PATIO

If you would like to book a meeting room for Chemistry please do so at the link below (this might change in the future)

<https://chemistry.stanford.edu/resources/room-reservations/sapp-center-room-reservation-request>

If you would like to book a meeting room for Biology please do so at the link below

<https://biology.stanford.edu/about/room-reservations>

STLC LAB SPACE REQUESTS

If you would like to request space in any of the Sapp Center Swing or Organic Chemistry laboratories, please reach out to the Building Manager Vivian Sampson at vsampson@stanford.edu. The Building Manager will check lab availability and forward information regarding the Reservation Procedure.

This protocol is for anyone requesting lab space in Sapp Center including the Biology and Chemistry undergrad program.

We are working in having both a request form and to the Sapp Center Laboratory Reservation Procedure linked in the Biology and Chemistry web page.

USE OF THE BUILDING FOR EVENTS

Sapp Center has two main event areas that are available to be reserved by anyone affiliated with Stanford University.

Gallery Space Courtyard Space

Biology, Chemistry and the Libraries have priority for booking events in these spaces. A fee is assessed to booking parties outside of Biology, Chemistry, The Libraries, H&S and Student Groups. This fee helps offset the cost to maintain these spaces.

Please see detailed information regarding the use requirements and space fees below.

Use requirements

The event sponsor will supply a valid PTA or ASSU account number; Sapp Center will initiate an expense transfer following the event. The Sponsoring department is responsible for full payment of fees associated with use of the facility, as well as restitution for damages or extraordinary clean-up.

Building Access: If your event will take place during normal business hours (M-F 8:00 AM – 5:00 PM); no building access is needed. If the event is outside of the normal business hours, the two 1st floor doors facing Lomita Dr. will be unlocked 15 min before the event and locked 15 min after the end of the event. Please make sure there is someone from your group there at all times. You are responsible for the safekeeping of the room and its contents.

Required Work Orders: Please file the following work orders when reserving event space.
General cleaning, carpet spot cleaning & trash pickup (<http://bgm.stanford.edu/dtz>) –REQUIRED for Gallery
Restocking/cleaning bathrooms (<http://bgm.stanford.edu/dtz>) – REQUIRED for nearest restroom
Recycling/composting pickup (http://bgm.stanford.edu/home_pssi_main) – REQUIRED
Power washing (<http://bgm.stanford.edu>) – REQUIRED if stains are created on light-colored pavers in the Courtyard

Furniture: Your reservation includes the use of existing furniture. If you need additional furniture or the existing furniture will not be needed please contact Event Services at <http://eventservices.stanford.edu>. The existing furniture will need to be removed by event services and replaced after the event.

Please note the Gallery furniture CANNOT be used for catering. If your event requires furniture for catering, you **must** place a work order with Event Services to provide tables and table cloths for your event. Please make sure if you are using the Gallery or Courtyard space in conjunction with the Lecture Hall or Auditorium, you have someone present to monitor your attendees, in order to avoid food being brought in to the rooms.

Audio-Visual Equipment: If you will be renting AV equipment from Event Services for the Gallery or Courtyard:

Stanford's wireless network will work fine for most situations. However, if you have a device that requires a direct connection to Stanford's network via an Ethernet cable, please provide us with the device's network MAC address in advance. MAC addresses are a 12 digit string looking similar to 0012.34kd.495a. To find the MAC address, most devices will either have it printed on the device itself or accessible through a menu. For laptop devices, please read the following guide on [how to obtain the MAC address](#).

Catering: Please find our approved catering list below. You must choose from one of our 7 approved caterers below for the events in taking place in the Gallery (we welcome catering suggestions)

Rebecca Jean Catering (\$\$\$)

Bon Appetit Catering (\$\$\$)

Justin's Catering (\$\$\$)

Coupa Café (\$\$)

Rush Hour Catering (\$\$)

Nexus Café (\$\$)

Stanford Catering (\$\$\$)

Cancellations: Must be made in writing via e-mail to the vsampson@stanford.edu. Cancellations made within 30 days of the event will be charged 50% of the scheduled fee. "No shows" will be assessed the full cost of the scheduled fee.

Space Reassignment Procedures: Although the Sapp Center Scheduling Office will make a significant effort to avoid locating events to different spaces, Sapp Center operations reserves the right to reassign space given unusual circumstances. If reassigning becomes necessary, we will identify comparable space on campus for the event and will waive applicable room rental costs.

Event Signage: You may display event or directional signage using sandwich boards or a-frame type stands around the building. Please do not post any signs on the walls or doors. There are several posting boards around the building where you can post event announcements about your upcoming event.

Pricing

FACILITIES	MAX CAPACITY	HALF DAY (1-4 HOURS)	FULL DAY (4.5-10) HOURS	NOTES
STLC Gallery	219	\$425.00	\$850.00	Booked through STLC
STLC Courtyard	Courtyard	\$325.00	\$650.00	Booked through STLC

How to Reserve a Space

If you would like to book a meeting room for Chemistry please do so at the link below (this might change in the future)

<https://chemistry.stanford.edu/resources/room-reservations/sapp-center-room-reservation-request>

If you would like to book a meeting room for Biology please do so at the link below

<https://biology.stanford.edu/about/room-reservations>

BUILDING MANAGEMENT

BUILDING ACCESS REQUESTS

For building access requests please email the Building Manager at: vsampson@stanford.edu.

Please include the following:

- Full name
- Stanford ID number
- Access you are requesting

Please state if you are requesting 24/7 access to the building. There are additional steps to obtaining this access.

KEY REQUESTS

For requests regarding keys to spaces in the Sapp Center, please email the Building Manager with the details of your request.

SECURITY

The building will have scheduled security sweeps 5 times per week performed by Stanford University Department of Public Safety. Right now the dates scheduled are Thursday through Sunday and Tuesdays beginning at midnight. These dates will most likely change depending on the need of the building.

The Public Safety office phone number:
(650) 723-9633

Non-Emergency number: (24hrs/365)
(650) 329-2413

REPAIRS AND MAINTENANCE

For any non-emergency building needs, please contact the Building Manager, Vivian Sampson
Sapp Center room 117
Office: (650) 724-8279
Cell: (650) 206-0325
Email: vsampson@stanford.edu

The Building Manager will place a work order for the specific issue or place a warranty claim with the contractor.

For quick response requests: If there is a non-life threatening building emergency or quick response request, please call the Buildings and Grounds Maintenance number (650) 723-2281.

Some examples of urgent Quick Response calls include:

- Strong gas odor
- Major water leak
- Overflowing toilet
- Unable to secure exterior door

Some examples of non-urgent Quick Response requests include:

- Clogged (but not overflowing) toilet
- Room is too hot or too cold
- Reporting a downed limb that is NOT presenting a safety issue

LIBRARY FACILITIES

For all library related facility issues, send an email to sciencelibrary@stanford.edu.

ENVIRONMENTAL HEALTH & SAFETY

For any safety concerns or questions please visit the EH&S link below:

<https://ehs.stanford.edu/> or call (650) 723-0448.

Chemical Spills:

1. If necessary, evacuate the area
2. Notify the Building Manager immediately at 650-206-0325
3. Call EH&S at 650-725-9999 for spill cleanup
4. Complete an SU-17 incident report

(<https://web.stanford.edu/dept/EHS/prod/general/su17.pdf>) within 24 hours AND fax to Risk Management at 650-723-9456

HOUSEKEEPING

Sapp Center has housekeeping services Sunday – Thursday evenings. The schedule of the cleaning has been previously sent out to the building occupants for reference.

If you have a general custodial inquiry please email/call the Building Manager or email custodial@stanford.edu. Please make sure to try and give as many details as possible (building name and room number).

For any questions regarding service or concerns regarding the service, please email the Building Manager and she will communicate your questions and concerns to the custodial supervisor.

Propping Doors at Sapp

The fire code section for propping of doors can be found in the **CFC 703.2: Opening Protectives**

Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. Where allowed by the fire code official, the application of field-applied labels associated with the maintenance of opening protectives shall follow the requirements of the approved third-party certification organization accredited for listing the opening protective. **Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable.** Fusible links shall be replaced promptly whenever fused or damaged. Fire door assemblies shall not be modified.

AUDIOVISUAL EQUIPMENT

Meeting Rooms and Labs:

University IT Computer Resource Consulting (CRC) provides for-free computer support to Stanford schools, departments and institutions.

The CRC supports our laboratory AV equipment for the Sapp Center registrar controlled rooms, the laboratories and the building controlled conference rooms.

For support during normal business hours M-F 8:00 am to 5:00 pm (except University Holidays), please submit a help ticket at the link below or call 650-725-4357
<https://helpsu.stanford.edu/helpsu/3.0/helpsu>.

Classroom Support

- Support for Stanford classrooms is available by calling 650-723-7280
- This number rings on several technician's phones
- If you reach a message system, that means all of the technicians are currently helping someone
- Please leave a message, which will be forwarded to all the technicians' phones, specifying your location and the problem you are experiencing
- Generally, they will be able to get someone there to help within a few minutes

MAIL

The Sapp Center mail code is **5079**. We have plans to have lockable mail boxes for the building occupants. They will be located outside of the Building Managers office.

LOST AND FOUND

To report a lost/found item, you can send email to lostandfound@stanford.edu with the information below or you can bring it to the Building Manager's office room 117, as well as the library's front desk located on the 3rd floor.

- Detailed description
- Location
- Time and date the item was lost/found
- Contact information

Make sure your Stanford WHO is up to date with your correct information in case you lose an item on campus.

BUILDING GOVERNANCE AND CONFLICT RESOLUTION

The Sapp Center has an OPS Committee comprised of leaders from the three departments occupying the building; namely, the Science Library and the Departments of Chemistry and Biology. The OPS Committee meets quarterly and, as needed, should issues arise. The committee oversees all operational issues within the building and provides conflict resolution. Decisions will be made by a simple majority.

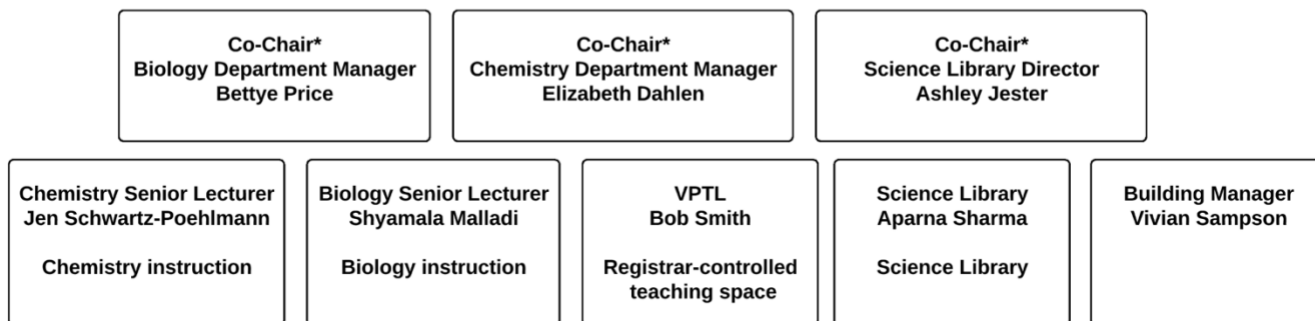
The Building Committee meets every two weeks and addresses day-to-day laboratory operations, as well as evaluating space use requests.

Space and operational issues that cannot be resolved within the Building Committee will be escalated to the OPS Committee for resolution by the Co-Chairs. In such occurrences, factual information pertaining to the matter will be consolidated by the Building Committee and reported to the OPS Committee Co-Chairs. The Co-Chairs will evaluate the situation and assess the impact to building operations prior to deciding. Determinations made by the Co-Chairs are considered final and any subsequent escalation would follow academic leadership lines.

Membership of the two governance committees is shown in the following figure.

SAPP CENTER GOVERNANCE

OPS Committee - Charge - Oversee operation of the building.



* Conflict resolution performed by Co-Chairs.

Building Committee - Charge - Oversee operation of the laboratory space.

