

SEB POLICIES OVERVIEW

- Do not prop open doors or allow strangers to shadow you through locked Marlok door or elevator, especially after hours. SEB houses some of the most advanced equipment and specialty labs on the UNLV campus. Improper use of the building and its facilities by unauthorized persons must be prevented by careful control of access.
- Properly control your Marlok Card. Lending one's keys or Marlok key card to anyone is strictly prohibited. Keys and Marlok cards should be in the key holder's possession or in a safe place when not in use. If you lose a key or Marlok card, you should contact the SEB Administrative Office immediately.
- Viewing into the laboratory and infiltration of ambient light through all SEB windows cannot be compromised. All windows must remain free and clear of equipment, furnishings, postings, publications, posters, etc, to not conflict with the LEED requirements and Science on Display.
- Adhesive taping or pinning up postings within the public areas are not allowed. Postings are to be confined to Tack Boards and Metal Posting Bars only.
- Passenger elevators may not be used to transport equipment, carts, biological and chemical specimens, or cylinder gases. These items are to be transported through the freight elevator only.
- Chairs, desks, bookcases, cabinets, benches, or any other item that can be classified as furniture are not to be removed, added, or moved throughout the building without the permission and documentation from the SEB Assistant Director.
- Breakout Rooms, Breakout Areas, and Kitchenettes are un-assignable space and communal to the SEB research occupants. Only SEB occupants with the title of faculty, professional staff, and administrative assistant can be issued a key to Breakout Rooms. Break Out Rooms and Conference Rooms must be locked by the user upon exiting the room.
- Kitchenette users are required to clean up after themselves, including the microwave. Also, please mark any food placed in the refrigerator or cabinets with name and date, otherwise it will be discarded.
- For Wet Lab users, when using the SEB house VAC fixture, you must use a vacuum trap.
- Shut the Sash!!! SEB fume hoods have an extremely energy efficient design that reduces the air flow relative to the height of the sash. Keeping the hood sash closed when not in use, or as low as possible when working within, will save UNLV thousands of dollars per hood per year.
- Items placed in the service hallways must allow unobstructed access to all emergency eyewash stations, electrical panels, and lighting control bypass switches.
- In circumstances where equipment that exceeds simple plug-in of a duplex outlet, or which hooks to the building mechanical systems, one must contact the SEB Assistant Director of Research Facilities.
- Wall hangings in laboratories are not permitted without the permission of the SEB Assistant Director. SEB has several areas of special wall construction which cannot be compromised.