

McCourtney Hall Building Guidelines

February 14, 2017

Scope

McCourtney Hall at the University of Notre Dame (UND) is primarily for use by students, faculty, and staff for activities and programs that are directly related to the education, research, cultural, and on-campus organizational activities.

UND and Notre Dame Research (NDR) are committed to providing a safe environment conducive to educational, research, and cultural events. To meet this requirement, all McCourtney Hall patrons are expected to conduct themselves in a responsible manner. Disciplinary action for violating McCourtney Hall guidelines shall be governed by the applicable provisions of the UND student handbook, duLac (<http://dulac.nd.edu/>), the UND human resources policy manual, faculty handbook and academic codes (<http://facultyhandbook.nd.edu/>), as well as local, state, and federal laws.

Key Contact Information

To report an emergency: 911 (from a campus phone), 574-631-5555 (from a mobile phone).

Facilities Program Director: 574-631-9763; or mcobb2@nd.edu.

Building Guidelines

Emergency Reporting and Evacuation Procedures

All building occupants should be aware of emergency reporting and evacuation procedures. They should learn the location and operation of fire alarms and fire extinguishers in the work area. Employees are authorized and have responsibility to use them in an actual emergency. Each employee should know the location of at least two exits in the building. These are identified through floor plans, demarcation of doors marked "EXIT," and discussion with supervisor or department representative.



General Procedures

All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given. Fire doors should **never** be blocked and doors and stairwells should not be obstructed.

A. Any person discovering fire, smoke, chemical spill, or other emergency situation should:

1. Notify Security Dispatch immediately (on UND landline: 911; a on mobile phone: 574-631-5555) and provide:

- a. Your name
- b. Building
- c. Exact location of emergency response
- d. Type and extent of emergency

2. Close all the doors to the room of the fire origin or other hazard when leaving.

3. Activate the fire alarm at the nearest manual station located in the hallway, if necessary.

Security

All offices, labs, and storage rooms are to be secured during off-use hours or when not in use.

There may be students entering at off-use hours while conducting lab experiments. Any students, staff, and faculty given card reader access to the building are allowed to enter the building at any hour of the day.

The Facilities Program Director for McCourtney Hall conducts periodic rounds throughout the facility. He or she must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.



To report an emergency or to obtain help please immediately call 911 from a campus phone or call 574-631-5555 from a telephone. Secondly, the Facilities Program Director should be notified in the event of an emergency and/or made aware of emergency situations that arise.

All persons using the McCourtney Hall are to act responsibly. Individuals that display disruptive, dangerous, or inappropriate behavior will be asked to leave.

Fire Codes

Reserved events must not exceed occupancy capacity of the designated area as determined by the local fire marshal. Events that exceed specified capacity will be moved to a different venue.

Smoking / Live Flame

McCourtney Hall is a smoke-free environment. Smoking is not permitted in building or any portion thereof within twenty-five feet of any entrance or exit.

Candles and other open-flame devices shall not be used in places of public assemblage. Section 25.115 of the Unified Fire Code: No exceptions are made for this at any time.

Animals

Working dogs, in addition to other animals designated to assist people with disabilities, and animals for education/research that are in enclosed containers are permitted in McCourtney Hall. All other animals are not allowed without approval from the Facilities Program Director.

Building Access

The exterior and interior doors of the building are electrically locked at specified hours (see operational hours below). During the remaining hours of the day, and when the interior doors are not electrically open, those with card reader access to the building will be allowed to enter using their identification card (ID) and PIN.



To request building access for an individual please contact the Facilities Program Director and include the person’s name, Notre Dame identification number (NDID#, beginning with the number 9), the specific areas of the building to provide access to, and the duration the access should be provided. For more information on NDID#s, please see <https://irish1card.nd.edu/>.

Personnel who have offices within McCourtney Hall and other select faculty, students, and staff members have card reader access to all the exterior doors.

McCourtney Hall is closed on home football weekends, unless tours or events of the building are planned in advanced (**see Space Reservation section for event request**).

Parking is available in the B lot off Bulla Road. Please refer to the campus map: (<http://www.nd.edu/map/>). McCourtney Hall is referred to as **Building (1249)** and is located on the west side of Leahy Drive across the street from the Notre Dame Wellness Clinic.

Operational Hours

Academic Year: August through May		Summer Hours: May through August	
Monday	7:00 a.m. – 6:00 p.m.*	Monday	7:00 a.m. – 6:00 p.m.*
Tuesday	7:00 a.m. – 6:00 p.m.*	Tuesday	7:00 a.m. – 6:00 p.m.*
Wednesday	7:00 a.m. – 6:00 p.m.*	Wednesday	7:00 a.m. – 6:00 p.m.*
Thursday	7:00 a.m. – 6:00 p.m.*	Thursday	7:00 a.m. – 6:00 p.m.*
Friday	7:00 a.m. – 6:00 p.m.*	Friday	7:00 a.m. – 6:00 p.m.*
Saturday	By reservation*	Saturday	By reservation
Sunday	By reservation*	Sunday	By reservation

**Christmas Break: the building is locked 24/7 during the Christmas Break. Building occupants can access the building during the Christmas Break using their NDID card.*

Safety

McCourtney Hall has a safety committee, which consists of a chairperson, coordinator, and a minimum of two faculty from each floor. McCourtney Hall will abide by the safety regulations of the UND Office of Risk Management and Safety (<https://riskmanagement.nd.edu>) and the Occupational Safety & Health Administration (OSHA) (<https://www.osha.gov>). To review the McCourtney Hall Safety Guidelines please see <https://mccourtneyhall.nd.edu/about/building-guidelines/>.



Space Reservation

1. Meeting Requests

Reservation of conference rooms for meeting purposes will be open to McCourtney Hall occupants. Please contact Janet Kenyon (574-631-1095, jkenyon@nd.edu) to reserve a conference room or the auditorium. Additionally, occupants of McCourtney Hall can request access to scheduling conference rooms via Google Calendar by contacting Janet Kenyon (574-631-1095, jkenyon@nd.edu) as well.

Meetings are defined as gatherings for standard discussions and presentations, which occur during normal building hours, with no food or drink and no special needs, such as advanced audio/visual needs. Any other gathering that will involve food or beverage, advanced audio/visual needs, or occurring outside of normal business hours will be classified as an event.

2. Event Requests

To request an event to be held at McCourtney Hall, please complete the Event Request form: <https://mccourtneyhall.nd.edu/about/booking-information/>. Requesters will be required to provide the following information via the form: requesting department, event description, responsible person, date requested, time requested, will food be served, will alcohol be served, rooms/areas requested, FOAPAL, special needs (AV, furniture to be moved, etc.). The FOAPAL will be held on file by McCourtney Hall staff and will be charged for any tasks that are required to restore the space to its original condition. Charges may be for furniture movement, cleaning, damage to the building, etc. The requesting department will be responsible for all charges to restore the space to its original condition. McCourtney Hall staff will also charge the FOAPAL for custodial services if necessary.

Events classified as “seminars” or “conferences” requires a meeting with the Facilities Program Director and a 30-day notice to review planning and arrangements. Space reservations will not be confirmed until the plans have been reviewed and all necessary arrangements are completed.



Events classified as “social” will require providing extra security (minimum of one UND security officer) during the event and making arrangements with housekeeping for cleaning after the event. The event must be contained to the area reserved. Those not willing to conform to these requirements will not get their event approved. The requester is required to meet with the please complete the Facilities Program Director at least 30 days in advance of the event to review planning and arrangements before it can be scheduled.

3. Student Groups

Clubs and organizations must be recognized by Notre Dame Research and Student Activities and must submit a room reservation request with the Facilities Program Director. A room request is required and must have a seven-day notice (see Space Reservation section).

4. General Information

Space users are responsible for knowing the specific policies that apply to the facility being used and must comply with those policies. Space users are also responsible for returning the building furniture to its designated location if it needs to be moved for a specific event. If furniture is not returned to its designated location, the space users will be charged a fee to have General Services on campus move the furniture back to the designated location.

Special services such as technical support, equipment rental, maintenance, security, and/or other charges incurred are the responsibility of the requester and must be coordinated with the Facilities Program Director.

The reserved space should be left as it was found, including straightening chairs, taking down signs, returning screens to their stored position, storing all equipment, turning off all the lights and storing any additional tables and chairs used. All waste, in excess of the containers provided, should be properly disposed of by using the dumpsters available in the loading dock at the southeast corner of the building on the first floor.



Users are financially responsible for any damages that occur during their use and/or for charges connected with additional cleaning of the space. Groups having outstanding bills with any University department may not reserve additional space until those charges have been paid.

If special requests or accommodations are needed, the request must be made in advance and coordinated with the Facilities Program Director.

The authority for scheduling non-research space, including meetings and events, resides with the Vice President, the Associate Vice President, Director of Finance and Administration, or the Facilities Program Director for Notre Dame Research. Notre Dame Research reserves the right to decline any such request.

Food Policy

Food items must be provided through University Food Services for events. There are no exceptions. All catering arrangements, including water, can be made by contacting Food Services: <http://food.nd.edu/>. Refreshments are limited to being served in the common areas, the common seating areas on all floors, conference rooms, the hallways, and office areas. **No food or drinks are allowed in the labs, lab prep rooms, or instrument rooms.**

Any request for serving refreshments at an event must be coordinated in advance of the event with the Facilities Program Director. Once approved, it is the responsibility of the requesting department to arrange all refreshments and food for the approved event.

Tables and chairs can be ordered, delivered, and picked up by submitting a facilities requisition or by contacting General Services at 574-631-8327 (<https://generalservices.nd.edu>). This is the responsibility of the requesting department.

The Facilities Program Director reserves the right to cancel any services to rooms where these guidelines are violated.



1. Kitchenettes

Kitchenettes will be cleaned periodically per the standard custodial services provided by the University. Any food items (not frozen) will need to be removed from refrigerators every Friday or they will be discarded. Kitchenettes in the graduate student spaces are the responsibility of the individuals occupying the space.

Conference Room Support

1. Technology

For those who are not familiar with how to connect a laptop to the projection system, network, and sound it is highly recommend that time should be reserved to learn about them. Please contact facility staff with questions. If facilities staff are not available, please contact the OIT helpdesk: 574-631-8111. It is the responsibility of the meeting participants to contact the facilities staff well in advance of the scheduled meeting with audio/visual use questions.

2. Supplemental Equipment and/or Service Requests

The auditorium, conference rooms, and meeting rooms have a portable audio/visual cart system for overhead projection and video conferencing and a polycom phone that can be reserved for use in conjunction with room reservation (see Space Reservation Section). In order to request and reserve these items please contact Janet Kenyon (574-631-109, jkenyon@nd.edu).

Maintenance Requests

1. Snow and Ice Removal

Contact the Facilities Program Director if there are areas of snow and ice that require removal around McCourtney Hall.



2. Temperature Control

Each room is equipped with an independent thermostat and must follow the campus temperature control policy (70F to 75F). If a problem with room temperature arises, contact the Facilities Program Director. Lab temperatures will be set to the appropriate ranges needed for research standards upon requests made to Facilities Program Director, which will then be submitted to Utilities for review.

3. Lighting

McCourtney Hall has dimming lighting controls as well as motion sensors. All labs, office areas, and hallways have motion sensors to control lighting in each room. If there are any changes required, it must be coordinated in advance with the Facilities Program Director.

Maintenance requests should be sent to the Facilities Program Director for assessment and further processing.

4. Office and Lab Space Furniture and Design

Any changes to office and lab space, such as furniture changes or room design, will need to be discussed and approved by Notre Dame Research and the Facilities Program Director for McCourtney Hall.

Mail Distribution

Each faculty member on each floor has a mailbox assigned to them. There will be two mailbox locations per wing on the first, second, and third floors. Basement occupants will receive mail at their designated first floor location. It is the staff or faculty member's responsibility to have mail forwarded or changed to/from McCourtney Hall with campus mail services.

To do this, phone 574-631-6274 (<https://campusmail.nd.edu/services/>). McCourtney Hall is Building 1249.



Mail will be delivered once a day, Monday – Friday, to the faculty suites. The address format for McCourtney Hall is: office number, McCourtney Hall, Notre Dame, IN 46556-5710 USA. Please do not include any letters in the address. For example if your office is room 156A it should be labeled as 156.

Each faculty suite will have an incoming and outgoing mail tray. Incoming mail will be placed in the incoming tray. Outgoing mail should be placed in the outgoing tray. Mail services will pick up the outgoing mail for sending.

1. Deliveries

All freight and other deliveries must be made through the loading dock and will require someone from the receiving lab or the facilities staff to accompany the delivery driver to provide access to the freight elevator if needed.

2. Shipping

McCourtney Hall staff will be available to assist with outgoing shipments including UPS. UPS packing materials will be available at the loading dock area for use. In order for McCourtney Hall staff to provide assistance with shipping packages via UPS faculty members may need to authorize account access to McCourtney Hall staff so the correct fund is charged for shipping costs. To request assistance from the McCourtney Hall staff please contact the Facilities Program Director.

3. Receiving

The Facilities Associate Program Director will staff the loading dock area of McCourtney Hall and assist with filling dewars. Laboratories are welcome to have an authorized member of the lab on the loading dock to sign and accept the laboratory deliveries. In the absence of a lab member being present on the loading dock to accept a delivery the Facilities Associate Program Director will sign to accept the delivery and connect with the appropriate lab contact to deliver the items to the laboratory.

The address for shipping to the McCourtney Hall loading dock is:

Name

Laboratory

154 McCourtney Hall

Notre Dame, IN 46556-5710 USA

4. Dewar Filling

Large Dewars: Will be filled by McCourtney Hall staff (either the Facilities Program Director, Facilities Associate Program Director, or their trained designee). Large dewars will be filled the same day, if received prior to 10:00 a.m. Please bring the dewar to the filling station located at B60 McCourtney Hall, labeled with the laboratory, FOAPAL to be charged, and the number to call once the dewar is filled for pick up purposes. McCourtney Hall staff will contact the phone number provided once the dewar is filled.

Small Dewars: please contact the Facilities Program Director directly to arrange for small dewar filling. Facilities staff will train individuals on small dewar filling. Only trained individuals with the appropriate personal protective equipment will be permitted to fill small dewars.

Posting Policies and Locations

Information to be posted must be approved by the Facility Program Director.

Posters, signs, and notices in keeping with the University policy may be placed on available bulletin boards only. Only one posting is permitted per bulletin board location. All signs posted elsewhere will be removed.

There is digital signage throughout the building. To share items of interest to the wider McCourtney Hall and Notre Dame Research communities, please contact Brandi Klingerman, Research Communications Specialist (bklinger@nd.edu) with details.



Educational posters can be hung from designated areas approved by Notre Dame Research team.

All posters announcing campus events are to be limited to 14" x 22" (one half of a standard poster board). Exceptions will be made for commercially printed material.

Posted items should clearly identify affiliation with University of Notre Dame and comply with University brand standards (onmessage.nd.edu).

Sponsors are encouraged to assume responsibility for removing dated material.

Skating and Bicycling

Roller blades, skateboards, bicycles, and similar devices are not to be operated in McCourtney Hall.

Personal Sound Devices

No portable radios, cassette decks, compact disc players, instruments, or other sound devices can be operated without personal earphones in McCourtney Hall except with prior approval.

Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items (an unauthorized item is defined as anything that is not a permanent McCourtney Hall authorized item, such as a trash receptacle.). Easels, display boards, laboratory equipment, or other items are not to be placed in hallways and stairwells without approval from the Facilities Program Director.

Conference Rooms, Seminar Rooms, and Other Common Areas

The conference rooms, seminar rooms, and other common areas are intended for use by McCourtney Hall occupants and their recognized guests. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use.



Printing / Copying

Notre Dame Research will provide one (1) printing and copy machine for each faculty suite area. Each faculty member will be provided with access to the machine within their assigned suite.

Academic printing such as exams, class syllabus, etc. will reside with the faculty member's departmental office and not within McCourtney Hall.

Waste Receptacles

Only McCourtney Hall trash and recycling receptacles should be located in common areas.

Other receptacles are to be located in their respective offices, conference rooms meeting rooms, and labs. Should an organization or group generate excessive waste, they are responsible for its disposal in the outside dumpster.

Damage and Loss

All individuals using McCourtney Hall are expected to take reasonable steps to ensure proper care of the building and equipment. Accidental damage, repair, and replacement costs are the responsibility of the individual or his/her department. Intentional misuse, vandalism, defacing, and/or destruction of McCourtney Hall and/or equipment is prohibited.

Property of McCourtney Hall (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without the approval of the Facilities Program Director.

Lost and Found

The Facilities Associate Program Director will house lost and found items in the loading dock, 154 McCourtney Hall. All lost materials discovered in the building are taken to loading dock area. Facilities staff will make a reasonable attempt to contact the owner of the lost property.

Please check with facilities staff if items are missing. Staff will check if the item was received. Be prepared to present a NDID or government-issued photo ID to retrieve the items.



Most materials are held for one month after receiving. They are discarded afterwards. Valuables and electronics are held for 24 hours before being sent to the University of Notre Dame Security Police (<https://ndsp.nd.edu/lost-and-found/>).

Questions

For any questions about the McCourtney Hall Building Guidelines, please contact the Facilities Program Director (574-631-9763, mcobb2@nd.edu).