

Welcome to AISB

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Location of Fire Extinguishers, Emergency Pulls and Automatic External Defibrillators (AED) in AISB

2nd Floor

- **Fire Extinguishers**
 - Outside offices #209
 - Inside double doors of offices #209, near RB14
 - Midway on column in front of windows viewing the parking lot
 - Far end column in front of windows viewing the parking lot and corner of weather station
 - Next to men's restroom – across from elevator
- **Fire Alarm Emergency Pulls**
 - Inside the front main entrance
 - At EXIT near the restrooms
 - Inside doors entering offices #209
 - Outside double doors exiting offices #209, near RB14
 - Inside room 209, next to double doors outside Conference Room 211.
- **Automatic External Defibrillator (AED)**
 - Wall at top of stairs near double glass doors

1st Floor

- **Fire Extinguishers**
 - Under the phone in the Atrium, near the mailboxes
 - Inside the “kitchen” located in the Atrium
 - Outside the double doors of offices #111, at foot of main stairs
 - Outside Men's restroom, across from the elevator
 - Inside offices #111, outside conference room
 - Inside double doors of offices #111, near RB14
 - There are two located on columns at the windows viewing the parking lot
- **Fire Alarm Emergency Pulls**
 - On the wall at the stairwell, near RB14
 - At EXIT door across from the classroom
- **Automatic External Defibrillator (AED)**
 - Wall at side entrance
- **Halon System in Room 119**
 - PUSH/HOLD Halon System Abort Button
 - Halon Release Pull
 - Emergency Stop Button (shuts down power)

Building Security

Visitors

- Visitors must register with the receptionist and be issued a 'Visitor's Badge' before they are permitted entry into the secured area of AISB. Visitors are also expected to notify the receptionist and return their assigned 'Visitor's Badge' upon departure. A visitor is anyone who has not been issued Sonitrol card access to this building. Therefore, anyone who is in possession of a Sonitrol card and can use it to gain entry into the secured area of AISB is not required to sign in with the receptionist.
- The receptionist contacts the person the Visitor is here to see. That person will come to the reception area and escort their Visitor. The person receiving the Visitor is responsible for them as long as they remain in the building.
- Visitors for personnel in RB14:
 - Receptionist contacts the RB14 receptionist. They will do one of two things: 1. Have you instruct the Visitor on how to get to the building via the outside main entrance and they will be met at the reception area or 2. Someone from RB14 will come to the AISB reception area to meet his or her Visitor and escort them across the Bridge to RB14.
- Employees should notify the receptionist if they are expecting visitors.

Security cameras

The coverage areas are the entrances/exits in AISB.

Removing equipment from building

If you are authorized to remove equipment from this location after normal business hours an email must be sent to the IT Facilities Manager with the planned date of removal and the items being removed. The Facilities Manager then notifies the Security Guard so that you are not prevented from doing so as they are authorized to stop you. Be prepared to show a picture ID.

Building access

AISB has secured card access with **Sonitrol of Greater Richmond**, which is a database management system. AISB uses the proximity card readers and cards. The IT Facilities Manager is the system administrator and the system can be managed on site and remotely.

The following doors are secured with Sonitrol access cards:

- Exterior door on the second floor.
- Interior door on Security wall at Reception area

- Doors to the CNS switch room from Atrium and data center.
- Doors to and within the data center.
- Door from the loading dock on first floor.
- Exterior door on the 1st floor near the walk bridge.

Door schedules

- The 2nd floor exterior door is programmed to unlock at 8:00 am. and lock at 5:00 pm., Monday through Friday, and remains locked after normal business hours.
- *The exterior door on the second floor is programmed to remain locked during University closings and during a security crisis.
- Interior entrance door at the reception area on the second floor remains locked at all times.
- The entrance doors to the data center remain locked at all times.
- Entrance door from the loading dock on first floor is locked at all times.
- The 1st floor exterior door is locked at all times.

Procedure to obtain a Sonitrol card

The IT Facilities Manager issues cards and edits the door system via email requests from CNS and AISB management for IT personnel, data center system engineers, CRC maintenance personnel, Virginia Tech Police department and field engineers.

Responsibility of cardholder

Notify IT Facilities Manager if card is lost so it can be deactivated. You will be issued a new card. Cards should NEVER be lent; access entries are logged by card number and the person assigned that card. Return card to your supervisor or IT Facilities Manager upon termination of employment and/or your access requirements change.

Trash and Recycle

Individual office and cubicle trash cans are emptied daily. You are responsible for emptying your recycle containers at the recycle centers located throughout the common areas on both floors and at the loading dock.

Security Guard coverage

Security guard coverage is outsourced through the VT Police Department. The current contract is with G4S and they provide coverage at for both RB14 and AISB (base station in AISB, 1st floor atrium) on the following schedule:

Monday through Friday, 5:00pm. to 6:00am.

Saturday and Sunday, 24x7 in three shifts

AISB closings, 24x7.

Duties

- At the beginning of each shift a perimeter check of both buildings
- Each hour a security walk through of the buildings is done to reassure that doors are locked; windows are closed and inspect building occupancy.

Fixed Assets

Inventory

You are responsible for all equipment assigned to you during your employment. Notify the person in your department that is charged with recording fixed assets or the IT Facilities office when:

- Relocating equipment, whether it be to another employee, department or office
- Equipment needs to be sent to Surplus Properties

Conference Rooms

Scheduling

There are four large conference rooms in AISB and all are equipped with a conference telephone, projector screen and Ethernet. You can schedule these through Outlook Calendar. Contact Ken Wieringo if you require special equipment setup for any of these rooms.

Conference Telephones

All International calls placed on these phones must be reported to the IT Facilities Manager.

Office Supplies

Office supplies are furnished by your department. Contact Jackie Buhrdorf ,1-3931, if you have questions.

Mail – US and Campus

Each salary and long term wage employee of AISB has a mailbox assigned to them. All incoming mail is distributed (usually around 3pm. each weekday) to the mailboxes on each floor. IT Facilities is responsible for mail distribution.

US mail is picked up each weekday morning around 9:00 am. There is a wooden drop-off box for US mail located on the 1st floor, on a table across from the break room.

Campus mail can be dropped off at the same location, in a large white postal bin, clearly marked. Campus mail is picked up each weekday afternoon around 2pm.

Bicycles

Bicycles are NOT permitted in the building. There are bicycle racks located at the front of both AISB and RB14.

Maintenance

All building maintenance is handled through the IT Facilities office; however, it is recommended that you notify the AISB Receptionist at 1-2416. They in turn will notify the facilities department to ensure receipt of the reported issue.

- IT Facilities Manager, 1-7319– **Lylah Shelor** – Monday through Thursday, 6am to 5pm
- IT Facilities Staff 1-3026 –
 - **Lisa Thomas** – Facilities Assistant, Monday through Thursday, noon to 5pm and Fridays, 8am to 5pm.
 - **Roger Carroll** – Facilities Support, Monday through Friday, 6:30am to 12:30pm.
 - **Jeff Wood** – Facilities Support, Monday, Tuesday, Thursday and Friday, 11:30am to 4:30pm.

Virginia Tech Information Technology
Flowers (and Flowering Plants) Restrictions
for
Research Building 14 and Andrews Information Systems Building
8 August 2008

I. Purpose:

The purpose of this document is to provide for a safe, healthy, and pleasant working environment for all employees and visitors. Because some individuals may have a heightened sensitivity to pollen, flowering plants and cut flowers are not permitted in Research Building 14 and in Andrews Information Systems Building (AISB).

II. Procedures:

- a) Flower deliveries to the AISB will be made to the AISB Warehouse (at the side of the AISB). This is assuming that the recipient is an employee of AISB. IT Facilities will notify the recipient that they have flowers in the warehouse and ask that they pick them up before 5pm. that day.
- b) If delivered to RB14, the receptionists will call IT Facilities at 1-3026 (or use call box outside the warehouse loading dock) to arrange for access to the warehouse for temporary storage of the plant/flower delivery. The RB14receptionists will take them, or arrange for their transport, to the AISB warehouse. A receptionist will notify the addressee of the delivery, and ask that they contact IT Facilities at 1-3026 to schedule pickup. It is recommended that the pickup be made before 5:00 p.m. the day of delivery.
- c) Employees and visitors to Research Building 14 and Andrews Information Systems Building are not allowed to bring flowers or flowering plants into these buildings.

III. Definitions:

These guidelines concern live or cut flowers only. It does not pertain to non-flowering live or cut plants or artificial plants.