Sutardja Dai Hall Facilities Information

1. **Important Contacts**
    a. **Building Management**
        i. Domenico Caramagno – Facilities Manager
            1. dcaramag@eecs.berkeley.edu
            2. (510) 664-4302
            3. 330A Sutardja Dai Hall
        ii. Receptionist
            1. (510) 664-4301
            2. 356B Sutardja Dai Hall
    b. **Contracts and MOUs**
        i. Hazel Palaski
            1. hpalaski@eecs.berkeley.edu
            2. (510) 643-9034
            3. 330 Sutardja Dai Hall

2. **Mail Services**
    a. The mail code for the CITRIS building is **1758**.
        i. If your CITRIS office, rather than a faculty mailbox in another building, will become your primary mailing address, you should switch to using the CITRIS mail code.
        ii. Your address should appear as follows:
            1. (Your name)
               (Your office #) Sutardja Dai Hall #1758
               Berkeley, CA 94720-1758
        iii. Shipping and Receiving is located on the 2nd Floor room 266
        iv. Faculty Mail can be picked up at the reception desk in the Tech Museum 356B
        v. Lab Mail Boxes will be located in the 2nd floor hall outside the east stairwell near shipping and receiving (currently under construction)

3. **Keys and Building Access**
    a. Sutardja Dai Hall exterior doors are unlocked from **7am to 5:30pm M-F**
    b. **Metal Keys**
        i. The key to your office can be picked up at the Tech Museum Reception Desk 356B Sutardja Dai Hall between 9am-4pm

ii. You will be required to sign a key control form and students are required to pay a $25 deposit

c. Card Keys

i. Card Keys can be activated at the Tech Museum Reception Desk 356B between 9am-4pm. You will need to provide a current staff or student ID number and a current photo ID card.

1. Faculty, staff, and students in CITRIS labs will receive after-hours access to the building, as well as to the floor on which your lab is located.
2. You will receive access to the floor on which your office is located, if different from your lab.
3. Students need to provide an expected date of graduation or separation from your lab. This is required, so please make an estimate if you and the student are unsure.

4. Phone and Network

a. Phones - IST Service Desk **510-642-8500** or servicedesk@berkeley.edu
b. Network - IRIS Helpdesk **510-642-7777** or help@eecs.berkeley.edu

5. Maintenance and General Requests

a. We are currently constructing our web based maintenance request form. In the interim please send all maintenance requests to Domenico Caramagno at dcaramag@berkeley.edu or by phone at **510-664-3402**

6. Emergency Requests

a. If there is a life-threatening emergency, dial 911 from a building phone, or 510-642-3333 from a cell phone. For Facilities Emergency Issues (such as burst pipes or a condition where significant damage to the facility or personal injury may result) call 510-502-6025. Please make sure to reach someone. If you cannot get a response from this number, please call the Physical Plant at 642-1032.

7. Emergency Preparedness Obligations

a. Each lab must nominate one of its members to serve on the Building Safety Committee. Please send Domenico Caramagno your group's safety representative contact information by June 24th.

i. This will involve a small time commitment for a monthly meeting, as well as training in emergency procedures.

8. **Room Reservations**
    a. CITRIS has online room reservation request forms located at:
        i. http://www.citris-uc.org/about/sutardja_dai

9. **Lighting Control System**
    a. All building lights are on either a movement sensor or an automatic timer.
    b. The movement sensor will shut off lights in most offices when it does not sense movement. Sometimes working at a desk is not enough movement and the system will shut off, but will come back the next time it senses movement. These lights can be manually turned off as well.
    c. The automatic timer will shut off lights as scheduled. The schedule is currently set for the lights to come on at 6am and shut off at 6pm. It is set up with a warning that will blink once then shut off five minutes later. If you need the lights to stay on longer, wait until the warning light blinks and then hit the override switch just outside the elevator lobby. This override will allow the lights to stay on for an additional 2 hrs. If you have any questions please call Domenico Caramagno at 510-502-6025.

10. **Building Rules**

The buildings on the Berkeley campus are for appropriate use and enjoyment by students, faculty, staff and visitors. The following policies have been established to promote the safety and security of all occupants and visitors:

1. Follow all posted building rules restricting use or access.

- Duplicating or distributing keys or card keys without authorization is a violation of the Campus Access Control Policy and is punishable under section 469 of the California Penal Code.
- Assisting unauthorized access to buildings or propping open exterior doors in violation of building security policies is a violation of the Campus Access Control Policy.
- Lodging overnight except in residential facilities or for academic purposes is prohibited.

2. Adhere to all campus fire safety rules including prompt, orderly evacuation in case of alarm.

(http://www.ehs.berkeley.edu/whatwedo/fireprev/firealarm.html)

Intentionally initiating a false fire alarm is a violation of California Penal Code Section 148.4a punishable by a $1,000 fine or one year jail sentence.

3. Disrupting classroom, administrative, or other University sponsored or approved activities can result in citations by UCPD, enforcement by the Student Conduct Office, and/or expulsion from the campus.

4. Smoking in buildings (except for private residences) is prohibited by Campus Policy: (http://campuspol.chance.berkeley.edu/ucbsmokefreepolicy.htm). When smoking outside, policy requires that smokers keep 20-feet from building entrances and windows to minimize second-had smoke to occupants.

5. Riding mopeds, bicycles, skateboards, roller blades, or skates is prohibited in buildings or on walkways where hazards could be created by their use. In accordance with fire marshal policy, vehicles may not be stored in any public spaces, hallways, corridors or stairwells, or attached to railings. Bicycles are not allowed inside the building except in specially designated areas.

6. Animals (except laboratory animals or those assisting disabled persons, or as otherwise specifically authorized by departments or Building Coordinators/Managers) are not to be brought into buildings.

7. Use of campus or departmental bulletin boards must be authorized by the department or by the Building Coordinator or Manager.

8. Tampering, misuse, abuse or destruction of emergency equipment or other University property is a violation of Penal Code Sections 148.4 and 594(b).