

# Physical Operations Policy 903

## Building Use

Effective Date: August 30, 2022

Supersedes Date: August 10, 2020

Review Date: May 2028

**Policy:** The spaces used by CSD should be kept clean, safe, and secure. The building is staffed for clinical services weekdays between 8:00 a.m. and 5:00 p.m. CSD students and faculty with permission may have access to the clinic, sound rooms, and student computer area during evenings and on weekends.

### Procedure:

#### I. Building Access

- a. The University ID badge provides electronic swipe-access to the building, student workrooms, and CSD/MSHC clinic space. It is activated through the CSD Dean's office based on individual access needs.
- b. CSD students may use the building during evenings and on weekends; however, caution should be used during these times.
  - i. Students are advised not to keep late hours at the Center. If entering or exiting the building after dark, please do so in groups.
  - ii. When leaving late, call Building Security (x3848) for an after-hours escort to your car. Alternatively, the Tiger Patrol/Police Service has a 24/7 on-campus escort program, which one can reach by calling 901-678-HOME.

#### II. Building Security

- a. The north doors to the building (facing Park Avenue) are unlocked from 7:30 a.m. to 6:00 p.m. The security desk is manned from 6:30 a.m. till 7 p.m. The south doors (facing parking lot) are always locked.
- b. You must have your ID badge to enter the building at any time that the exterior doors are locked. The security guards have permission to stop anyone who is not wearing an ID badge.
- c. Do not prop open building doors for any reason. Do not open the doors for anyone you do not know who cannot produce a University ID. Make certain that you completely close exterior doors when you are entering or exiting the building..
- d. All stairwell doors onto the floors should be closed after 8 PM and on the weekends.
- e. Report any door access issues to the CSD Administrative Associate (x5877) as soon as you notice them.

#### III. Library

- a. The library is located on the second floor of the CHB and staff are available Monday through Thursday 8:00 a.m. to 6:00 p.m.; Friday 8:00 a.m. to 4:30 p.m.; and Monday through Friday 8:00 a.m. to 4:30 p.m. between semesters. The library is not open on the weekends.
- b. All books and/or materials must be returned on or before the designated date to avoid a late fee charge.

- c. All persons entering the library shall ensure with their behavior that the library is always kept quiet.
- IV. Classrooms, Research Labs and Therapy Rooms
  - a. All faculty, staff, and students are expected to help maintain all classrooms, research labs, and clinic rooms. This includes individual responsibility to help always keep these areas clean and orderly.
  - b. Items/signage are not to be attached to walls, doors, or cabinets either by nails, tape or any type of adhesive, without approval from the CSD Dean.
- V. Physical Plant Maintenance and Repairs
  - a. Any problem with building operation should be reported immediately to the CSD Administrative Associate (x5877). Including, but not limited to, temperature control, elevator operation, water and waste drainage, and swipe-card function.
- VI. Smoke Free Area
  - a. The Community Health Building/Memphis Speech and Hearing Center has been designated as smoke free to offer an optimum environment for clients and employees. Therefore, smoking is not permitted in the building.
  - b. Please refer to the Limited Tobacco Use recommendations for designated in which to smoke: [Limited-Use Tobacco Policy - Limited Tobacco-Use Campus - The University of Memphis](#).
- VII. Mailboxes
  - a. First floor, clinic area mailroom: CSD clinical faculty and staff.
  - b. Second floor mail room: CSD MA and AuD students are assigned mailboxes. Students should check their mailboxes and University-issued e-mail daily.
  - c. Second floor PhD student lab: CSD PhD students are assigned mailboxes.
  - d. Students should not utilize the School address as their permanent mailing address.
  - e. Tenure Track Faculty and Research Staff: TT faculty and research staff are assigned mailboxes in the 3<sup>rd</sup> floor workroom.
  - f. Personal deliveries and mail should not be sent to the School.
- VIII. Collaboration Space
  - a. Spaces are available for all students to congregate and break from class/clinic.
    - i. The Collaboration Space on the 3<sup>rd</sup> floor is designated for Graduate Student use.
    - ii. Room 4016 is designated for CSD student use and is available 24/7.
  - b. Quiet space for individual and group study can be accessed in the Health Sciences Library or by reservation with the CSD Administrative Associate. See Policy 301 for locations and reservation procedures.
- IX. Food Services
  - a. The Atrium Café on the first floor is open during the semester when classes are held in the building. It is not open in the summer or during University breaks.
  - b. Refrigerator and microwave use
    - i. A refrigerator and microwave are available to CSD clinical students in the closet of Room 2015 on the 2<sup>nd</sup> floor.

- ii. PhD students have access to a refrigerator and microwave in the PhD Student lab (CHB 2030) on the 2<sup>nd</sup> floor.
  - iii. There are also refrigerators and microwaves in the Clinic breakroom (1<sup>st</sup> floor) and Dean's Suite breakroom (3<sup>rd</sup> floor). These are available as long as they remain clean.
- c. There are vending machines located in the 2nd and 3rd floor collaboration spaces. If you discover they are empty, please let the School Administrative Associate know.

X. COVID related Procedures

- a. For guidance associated with containing the spread of COVID, please see:  
<https://www.memphis.edu/coronavirusupdates/>
- b. [Coronavirus Disease 2019 \(COVID-19\) | COVID-19 | CDC](#)