GISB OCCUPANTS’ GUIDE

This document provides general information and answers many questions related to living and working within the Global and International Studies Building.
## Revision History

<table>
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# Global and International Studies Building Occupants’ Guide

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Global and International Studies Building Occupants’ Guide

1 Introduction

1.1 Purpose

The purpose of this document is to answer questions and provide general information related to the operation of various components of the Global and International Studies Building (GISB) as they relate to safety, security and general building operation. This is a work in progress and will be updated as time and resources allows.

1.2 Scope

This document covers many aspects of general system operation within GISB including heating and cooling, lighting, plumbing, building security and safety.

1.3 Responsibilities

This document should be referenced by anyone working or residing within GISB.

1.4 Definitions

Table A shows the definitions of terms that are specific to this document.

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<td>CO₂ Sensor</td>
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<td>Crimson Card</td>
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<td>Temperature Set Point</td>
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<table>
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<tr>
<th>Term</th>
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<tr>
<td>VAV</td>
<td>Variable Air Voluming box – damper controlled HVAC box that controls the delivery of heated or cooled air to anywhere from one up to as many as five offices.</td>
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2 Quick Reference

2.1 Building Contacts

If you have questions regarding anything building related, contact the building manager at gisb@indiana.edu or 856-3838. If you have general questions and don’t know whom to ask or where to turn, this is a good place to start as well. The link below lists building contacts for ALL IU Bloomington buildings:

http://www.indiana.edu/~spacepln/docs/IUB_Building_Contacts.pdf

2.2 Distribution List

The building manager maintains an email distribution list in order to disseminate information of general interest or issues affecting GISB. Anyone subscribed to the list may send messages to the list; the building manager must approve the message before it will be distributed, however.

The list address is: gisb-info-l@list.indiana.edu.

To manage your subscriptions, visit https://list.indiana.edu/.

2.3 GISB Website

The GISB website is filled with useful information. Please visit http://gisb.indiana.edu/.

2.4 Building Cleaning Schedule

Building Services does a great job keeping GISB looking good. The crew works from 10:00 pm until 6 am Sunday night through Thursday night. Public spaces are cleaned nightly. Offices, workstations and classrooms are cleaned on the following nights:

- Sunday night – 4th floor
- Monday night – 3rd floor east wing
- Tuesday night – 3rd floor west wing
- Wednesday night – 2nd floor east and west wing
- Thursday night – 1st floor east wing, west wing classrooms, lower level classrooms
Please note that building services will only clean off your desk if it has been cleared off.

2.5 Building Problems

During normal working hours, report all building problems except emergencies to the building manager. Since the building manager may not be immediately available, building emergencies should be reported directly to Facility Operations (5-8728); biohazardous emergencies should be reported to Building Services (5-3121). Once the problem has been properly reported, please inform the building manager.

After normal working hours, email the building manager or contact Facility Operations for building related problems or Building Services.

2.6 Food and Snacks

Drink and snack vending machines are on the lower level near room 0011.

3 Safety

3.1 First Aid, CPR, AEDs

There are four AEDs located near the emergency phone call boxes in the elevator lobbies of the 1st, 2nd, 3rd and 4th floor. An instructional video is available on YouTube:

https://www.youtube.com/watch?v=44kP0XKY1zs

This video is not intended to take the place on hands-on training.

To schedule first aid, CPR and AED training, please visit:

https://inlocc.iu.edu/CAS/FirstAid/.

3.2 Emergency Action Plan

Each building on IU’s campuses has a unique EAP specific to that building. The EAP for GISB is located on the GISB SharePoint site:

https://indiana.sharepoint.com/sites/GISB/SitePages/Home.aspx

Please familiarize yourself with the EAP as well as the evacuation zones image (EvacZones). The evacuation zone areas are places to muster in the event of a fire alarm or building evacuation. Note that these areas are away from the building to allow emergency vehicles access to GISB. In the event of inclement weather, the Well’s Library lobby is an approved evacuation area.

Both the EAP and EvacZones documents are under Shared Documents on the SharePoint site. To request access to the site, contact gisb@indiana.edu.
3.3 Emergency Training

Protect IU offers many safety training courses both online and instructor led. Please visit https://protect.iu.edu/education/index.html for a list of training courses offered. If you are not familiar with Protect IU’s website, please spend some time looking it over: https://protect.iu.edu/.

3.4 Emergency Phones

There are five emergency phones within GISB located near the elevators. There is also one emergency phone located outside the front entrance off the parking lot. Familiarize yourself with their locations.

3.5 Bicycles

If you choose to keep your bicycle inside GISB, it must be parked in your office. Bicycles cannot be left in any hallway, stairway or open area due to fire and safety regulations.

4 Security

4.1 Video Surveillance

IU respects an individual’s right to privacy and camera placement must be approved by senior campus officials. There are 20 video cameras located at many exits and the emergency phone locations (Section 3.3) within and around GISB. These cameras are not actively monitored.

4.2 Building Hours

Except for some national holidays, GISB is unlocked from 6 am until 10 pm seven days a week. An email is sent through the distribution list prior to holidays on which GISB will be locked. Your CrimsonCard will grant you access anytime the building is locked.

4.3 Building Access

Access to the building after hours is granted by holding your CrimsonCard up to the card reader. Card readers are located at most entrance doors. The LED will turn green indicating the request was successful.
4.4 Office Security

If you leave your office, even for a brief period, we recommend you lock your office door. There are times during the semester when GISB is inundated with students from outside the building looking for places to work on group projects. They may mistakenly find an open office as an invitation to use it.

4.5 Office Keys

All keys fitting locks within GISB are the property of IU, regardless of who purchased the keys. Office keys may not be duplicated except through the IU Lock Shop. Requests for keys must go through the GISB Building Manager.

4.6 Office Lock-Out

In the event you have locked yourself out of your office after hours, please contact Building Services at 855-3121 for access. You will be required to show identification. During normal business hours, contact the Building Manager for access.

5 Building Systems

5.1 Electrical

As part of its LEED design (Section 6), GISB incorporates many energy saving features into its lighting design. Lighting in GISB is either LED or low wattage fluorescent. Occupancy sensors turn off lighting in open areas, hallways, classrooms and offices when no motion is detected for a period of 15 – 30 minutes. Stairwell lighting reduces to approximately 30% of full intensity when no motion is detected for the same period. For safety reasons, certain areas such as hallways maintain a specified light level during evening hours or on dark, cloudy days.

5.1.1 Power Failures

In the event of a power failure, the GISB generator (located in the basement of the Well’s Library) will turn on. The generator provides power for many critical systems including the elevators, data switches, fire alarm panels, security system and lighting.

Stairwell lighting is on backup power. In each office and public space, there is at least one light on backup power. These lights will come on regardless of switch positions for the duration of the power failure or until the generator runs out of fuel.

CX600 phones will work during a power failure; CX300 phones will not. (Section 6.7)
5.1.2 Appliances
The use of personal refrigerators, hot pots and microwaves in offices or public spaces is discouraged within GISB except in the designated kitchenette areas. Space heaters are not allowed anywhere in GISB but are tolerated if they comply with IU policy. Besides creating an environment the electrical system was not designed to support, they have a negative influence on the HVAC system (Section 5.2).

https://inlocc.iu.edu/Policies/SpaceHeaters.cfm?

5.2 Heating and Cooling
Various sensors in the building control the building temperature. Campus has set the summer set point in GISB at 78 degrees F while the winter set point is 71. In the summer, no additional cooling is supplied until the temperature goes above 78; in the winter no additional heat is supplied until it drops below 71.

5.2.1 Personal Offices
A cost-saving feature incorporated into the design of GISB uses one temperature sensor and one VAV to control anywhere from one to five offices. The office with the temperature sensor affects all offices downstream of that VAV. Several factors were taken into consideration regarding heat-producing loads in the controlling offices. Heat sources such as the human body, lighting and computing equipment and peripherals were taken into consideration when computing the heat load and required airflow to maintain the designed comfort zone. Any additional appliances such as hot pots, refrigerators and especially space heaters have a negative impact on the HVAC system.

Please note that if your office has a temperature sensor in it, your actions could have a direct impact on your neighbors. For example, using a space heater may cause the temperature in your office to rise above 78 degrees forcing the system to deliver chilled air to that VAV and subsequent offices. This is true year round.

For information regarding which offices are on a specific VAV, contact the building manager, gisb@indiana.edu.

5.2.2 Conference and Classrooms
Classrooms and conference rooms are on their own VAV. As an energy saving feature, room climate control (heating/cooling/airflow) is set to a minimum value when the rooms are unoccupied for a certain period. The first class in the morning may feel stuffy and warm in the summer or cool in the winter, as may the first class after a long break (30 min or so). The same is true for conference rooms.

There are two main sensors that affect the conditions in classrooms and conference rooms. There is a temperature sensor and a CO₂ sensor. Both of these are near an
entrance. The temperature sensor looks like a thermostat (and when properly configured, it is a thermostat) but as used in GISB it only monitors temperature. A user may change the set point but the system ignores the change. Users cannot change the temperature anywhere in the building. The CO₂ sensor monitors CO₂ levels in the rooms and increases airflow, not necessarily adding additional heating or cooling, when levels rise above 1000 ppm. Since these sensors are near the doors, they are greatly affected by conditions in the hallway, which are generally comfortable. If doors are left open, the system will not properly condition the rooms because the sensors are fooled by conditions in the hallway. It’s counterintuitive to keep doors closed to a warm, stuffy room, but for the system to function properly, doors should be closed.

5.3 Plumbing

As part of its LEED design (Section 6), GISB incorporates low-flow faucets and bathroom fixtures. On occasion, the floor traps in rest rooms may dry out, causing an unpleasant odor to fill the room. This is easily resolved by dumping water into the floor drain to fill the trap. Building Services does try to maintain wet traps.

There are three showers located near the elevators on the lower level of GISB. These are treated as unisex restrooms and no key is required for access.

6 General Building Operation

GISB is a LEED gold certified building. For details on planning concepts and design principles, please visit http://gisb.indiana.edu/community/vision.shtml.

For information on the LEED concept, please visit https://www.usgbc.org/LEED/.

6.1 Moving In/Out of GISB

Anyone moving into or out of GISB should complete the form here:

http://gisb.indiana.edu/building/movein_moveout.shtml

This form is usually completed by the hiring department, but may be submitted by anyone.

6.2 Room Reservations

GISB has several classrooms, conference rooms and open spaces available for reservation. A description of all reserve-able spaces except classrooms may be found here:

http://gisb.indiana.edu/building/facilities.shtml

Classroom descriptions may be found here:
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All rooms should be restored to the condition they were found in after use. When making a reservation, consider setup and restoration time as well.

For general questions regarding room reservations, contact gisbroom@indiana.edu.

6.2.1 Conference Rooms

Most conference rooms in GISB have their calendars in Outlook. To access the Outlook calendars, open Microsoft Outlook and click the Calendar icon. Right-click My Calendars --> Add Calendar --> From Address Book... In the Search box, enter GISB. You will see the list of calendars. Highlight the first, hold the Shift key and highlight the last (or whichever you are interested in). Then click Calendar at the bottom and finally OK; the calendars will be added to your list.

To reserve a conference room, complete the form here:

http://gisb.indiana.edu/building/agreement.shtml

6.2.2 Classrooms

All classrooms, including the GISB auditorium*, are controlled by the registrar. Faculty and staff may request a reservation through the registrar on the Campus Event Registration Form found here:

http://registrar.indiana.edu/information/apps/campus-event-scheduling.shtml

Students wishing to reserve classrooms can do so through Student Life and Learning:


The registrar expects classrooms to maintain specified seating numbers; therefore, the moving of tables and chairs from one classroom to another is not allowed.

* SGIS has control of the auditorium on certain evenings throughout the week. Contact sgis@indiana.edu for details.

6.3 Room Technology

Classroom technology is maintained by Clastech. For problems or questions regarding classroom technology, please contact them at 855-8765 or email clastech@iu.edu.

Conference room technology is maintained by UITS. For problems or questions regarding conference room technology, please contact them at ithelp@iu.edu.
6.4 Video Monitors

There are seven video monitors throughout the east wing of GISB. Two are static, displaying events for the current week. Five of the monitors display various slides of classes or events at GISB and on campus. For information related to displaying slides, please visit:

https://sgis.indiana.edu/doc/slide-standards.pdf

To submit a slide, please complete the form here:

https://sgis.indiana.edu/machform/view.php?id=21656

Any questions should be directed to sgiscomm@indiana.edu.

6.5 Printing

There are eleven Ricoh printers located throughout the building in rooms 1026, 2060, 2120, 2156, 3060, 3120, 3156 and 4066. Access to the printers is through your CrimsonCard. The user list for printer access is maintained by CITO. Fill out the CITO Help Request Form to add or delete users: http://www.indiana.edu/~cito/.

Report printer problems to the building manager via email, gisb@indiana.edu. Many printer problems can be corrected by rebooting the printer by pressing the power button located immediately below and to the right of the card swipe. It may take several minutes to power down. Press the power button again to restart the printer.

Paper is provided through GISB. Please note that this paper is ONLY for use in one of the Ricoh printers and is not intended for personal or office printers.

6.6 Document Shredding

There are eight secure document containers located throughout the building in rooms 1026, 2060, 2120, 2156, 3060, 3120, 3156 and 4066. The IU Warehouse Document Service Center provides secure shredding service. For details, please visit http://www.document.indiana.edu/copy/wh_shredding.asp. The cost of the service is covered through GISB.

Contact gisb@indiana.edu to have the containers emptied when they are full.

6.7 Office Furniture

GISB has several acceptable furniture layouts for offices. Any additional furniture brought into GISB must be approved by the interior designers at the University Architects’ Office. Due to both very limited storage space within GISB and the need to preserve standard office layouts, furniture may not be removed from offices without prior approval.
6.8 Phones
There are two types of phones found in GISB. Both types are maintained by UITS Telecommunications, [http://telecom.iu.edu/](http://telecom.iu.edu/). The model CX300 phone plugs directly into a USB port on your PC. The model CX600 phones plug directly into an Ethernet wall jack. The Ethernet switches in the data closets are maintained on emergency power in the event of a power failure (Section 5.1.1). The model CX600 phones will still function in a power failure after the generator has turned on and the phones have booted. Model CX300 phones will not work during a power failure even with the generator running.

6.9 Wellness Room
The Wellness Room in GISB is room 0026 located on the lower level immediately to the south of the elevators. Users of the wellness room maintain their own schedule through the calendar link on the SharePoint site. There is no enforcement of schedules by the GISB Building Manager. GISB is not responsible for personal items left unattended in the wellness room. The room has several acceptable uses and may become unavailable as the result of a medical necessity, which will have priority over a reservation.

The link to the Wellness Room SharePoint site is:

[https://indiana.sharepoint.com/sites/GISB/Wellness/SitePages/Home.aspx](https://indiana.sharepoint.com/sites/GISB/Wellness/SitePages/Home.aspx)

To request access to the site, contact gisb@indiana.edu.