

CART Lab Tenant Responsibilities/Procedures

**The Office of Research and Sponsored Programs (ORSP) operates the CART Labs.
CMU Research Corporation (CMURC) is responsible for the on-sight management of the labs.**

CMURC Resource Manager: Ginny Haight 989-774-2424 haigh1v@cmich.edu

Equipment

CART Lab tenants are responsible to provide and repair their own equipment
Label any equipment stored in equipment hallway with Lab # and Project Leader name
There is some shared equipment available:

2 refrigerators - Labelled - Label and appropriately discard all items inside

2 Freezers - Labelled - Label and appropriately discard all items inside

Handcarts - Please return to equipment hallway

Pallet Lift and Pallet Truck - Please ask if unsure of operation procedure

Handbook

CMURC's Resource Manager will email you the tenant handbook. Please make a point to read. It is the responsibility of the supervisor or designated staff to provide handbook to all project staff.

IT Services

Contact CMURC Resource Manager to activate internet ports

Help Desk: 3662 from CMU Phone - 989-774-3662 from outside line

Janitorial

Janitors clean Mondays and Thursdays

Janitors will only empty trash cans in labs - they will not clean benches

Request lab floor cleaning from CMURC Resource Manager

Place all recycling in appropriate containers

Cardboard boxes must be flattened and placed in OUTDOOR blue recycling tank

Pallets only leaned against the dumpster screen

Recycling should NOT be left in the shipping area

Keys

Request key assignment spreadsheet from CMURC Resource Manager

Project supervisor approval necessary

Submit staff information

Supervisor or designated staff will pick up keys and key contracts from CMURC Resource Manager

Supervisor or designated staff is responsible to distribute and collect all keys

Supervisor or designated staff is responsible to report lost keys to CMURC and ORSP to recover lost key charges

Inform CMURC of any staff terminations and update at semester end

Mail

CMURC provides assistance with package delivery only, not regular mail
Label all packages with "**LAB**" number - DO NOT use the term "room"
Packages must be up front at the reception desk when the courier comes to pick up
CMURC will inform you via email when a delivery arrives

Modifications

Inform CMURC Resource Manager of the requested modification
CMURC Resource Manager will determine if risk management assessment is necessary
Send an email to fmrepair@cmich.edu

- Include CMURC Resource Manager in email to assist with facility management
- Include location as CART Labs - Lab #
- Include Cost Center number for billing purposes
- Describe modification as completely as possible

MSDS

A clearly labeled MSDS binder must be provided and updated to CMURC and stored behind the front reception desk

Repairs

Report any needed building or lab repairs to CMURC Resource Manager

Safety

All staff must receive annual CMU safety training
Supervisor or designated staff is responsible to provide CART Lab safety training to all staff

- A signed safety training form is required to be submitted to CMURC for all project staff

Report any and all safety issues to CMURC Resource Manager
Label lab door with appropriate staff contact information

Telephone

Contact Karen Nestle @989-774-3278 for installation/repair issues

Visitors

Provide CMURC Resource Manager with your CART Lab phone or other for front directory
Provide visitor with your contact information
Make arrangements to meet visitors in the front lobby

- Visitors may use the house phone to call you when they arrive

Insure all visitors sign in at front desk
Escort all visitors to and from your lab