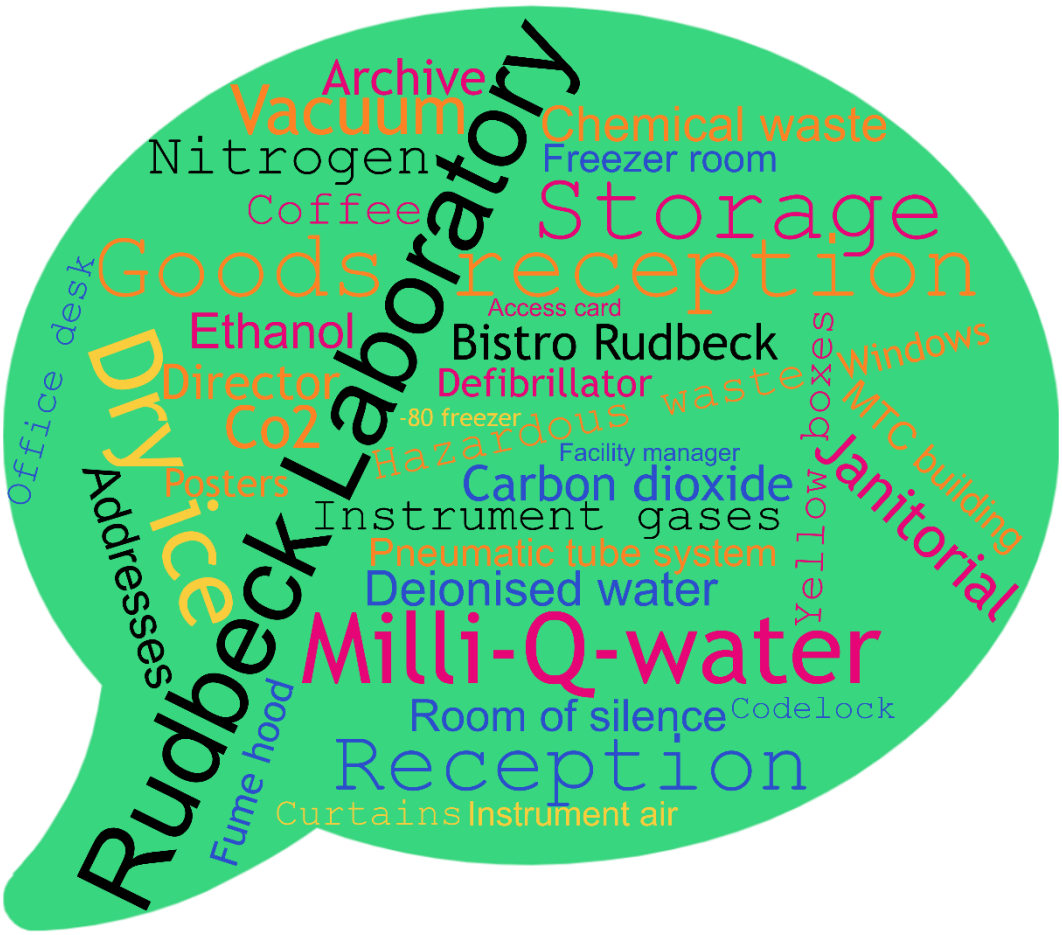
Rudbeck Laboratory from A till Z



Click here:

A B C D E F G H I J K L M

N O P R S T U V W X Y

A

Access

If you no longer have access your corridor with your card, or if you need extended access to reach a specific department, you'll need to speak to your team leader or immediate manager. They will then send a request to reception for this.

Access Cards

The heads of Department/Clinic Managers are ultimately responsible for everyone working on our premises. To gain access to the premises, you must have permission from the responsible manager to be on the premises. This applies to all individuals within the Rudbeck Laboratory; students, summer workers, and collaborators.

A registration form signed by the team leader, Head of Department, and the employee is scanned and sent to passerkort-rudbeck@uu.se for further processing by the access card unit at Region Uppsala. The form provided at the end of this document can be conveniently used.

The form grants access to necessary areas of RBL.

Cards and codes must be used on weekdays from 3:30 PM to 6:30 AM, as well as around the clock on weekends.

Collect your access card at entrance C1, Sjukhusvägen 14. Bring a valid ID. Opening hours: Monday to Thursday 07:00-15:00, Fridays closed. The access card will be issued immediately.

Your institution will be charged for the cards.

Temporary cards are available for borrowing at the reception for individuals who will be temporarily present in the building for a short period.

The card is a valuable item! Your access card is valuable and must not be lent out, and it is not allowed to open doors for strangers. Dare to ask who the person is trying to enter the premises after you or requesting to be let in.

All card transactions are logged and can be requested by the security manager of the respective unit if necessary.

How the card works
The card acts as an access card for the doors you have access to. Hold the card up to the card reader (gray) or, if it is an older reader (white), swipe the card in the card reader on the right side.

The reader lights up:
- Green: You can open the door.
- Orange: You should enter your four-digit PIN code before the door opens.
- Red: You do not have access to the current door.

Report lost card
If you lose your access card, immediately notify the Access Card Unit at 018-611 3265, which will promptly block the card. If you later find the access card, it can be unblocked by

visiting the Access Card Unit with the found card and a valid ID. Please note that a new authorization request from passerkort-rudbeck@uu.se is then required.

Card error
Any problems with access card or card readers can be reported to the reception. Provide your name and personal identification number or card number (loan card), the number on the card reader, and what happens when you swipe the card; for example, which color lights up, if it doesn't light up at all, or if it lights green but the door still doesn't open, or if the card reader makes a sound.

Adresses

Visiting address:
Dag Hammarskjölds väg 20
75237 Uppsala

Delivery address for packages:
Dag Hammarskjölds väg 20
75237 Uppsala

Postal address:
Dag Hammarskjölds väg 20
75185 Uppsala *(**Please note** that it is a **different postcode for letters**.)*

Alarms

Our entrances are connected to alarms. If you open an exterior door with the emergency handle, an alarm goes directly to Securitas. The key button next to the door should always be used when the door is locked (see locking times under "Locked doors").

ALF Funding

Money provided by Uppsala University Hospital to finance something for undergraduate education.

Archive

There is very limited storage space at the Rudbeck Laboratory. For questions regarding storage of archives, the head of department/head of clinic should contact the facility manager.

B

Bicycles

Bicycles should always be parked in the bicycle racks around the Rudbeck Laboratory. There are sturdy racks at the front where you can easily lock your bike in the frame.

There are also lockers in the building where you can put your bike battery and charge it at the same time. The locker is available for all activities that are part of the Rudbeck Laboratory's campus facility management.

Bicycle to borrow
The janitor's office at the Rudbeck Laboratory also has a bicycle that you can borrow during working hours. The bike has lights, reflectors, double locks and if needed also a helmet to borrow.

Always email the janitorial's office first to make sure the bike is not already booked. The janitor's office is located on the S floor of building C11. Go down to the basement of C11 and follow the signs.

To get the bike, you need to sign a piece of paper agreeing to the following rules:

- The bike must be transported safely and carefully.
- The bike must be locked with both locks.
- If the helmet is used, it must be stored in a safe place when the bicycle is parked.
- The bicycle must be returned at the specified time (no later than 15:00).
- Compensation may be claimed if the bicycle is damaged due to negligence.

Biological Safety Cabinet

See "Fume Hoods and LAF Benches".

Bistro Rudbeck

Located next to the reception, Bistro Rudbeck serves lunch as well as breakfast, coffee, pastries, sandwiches. They also offer catering, business lunch and dinners.

Phone: 0730-24 66 02.

See their website for more information, including the weekly lunch menu and opening hours.

Booking of Premises

Conference and meeting rooms are booked via TimeEdit room booking system. Anyone with AKKA authorisation can book in the system. Contact person for questions about TimeEdit is Annette Simonsson, adm.schemastod@uu.se.

1. Go to https://schema.uu.se/
2. Select "Staff Log in to…"
3. Select "Gemensam Webbinloggning"
4. Log in with your user ID and password A.
5. Follow the instructions

To check your booking, login as above and select "My reservations".

Please note that some halls/rooms are excluded from TimeEdit:

- **Rudbecksalen** can only be booked via the reception.
- **Fåhraeussalen** can only be booked via Akademiska sjukhuset, reception@akademiska.se or telephone 018-611 0879.
- **Albert Levan** can only be booked via the calendar on the outside of the room.
- **Rosalind Franklin** can only be booked via the reception if you want time between 10:00-14:00. Other times it can be booked via TimeEdit.

C

Campus Card

The university's campus card is not used as an access card at the Rudbeck Laboratory, since all buildings (C5, C11, R3 and R4) are connected to the hospital's access system. The nearest campus that can issue campus cards is BMC.

Campus Facility Manager

- Reports directly to the Director of Rudbeck.
- Is the rapporteur for the organisation of the managements services.
- Implements the decisions of the Board of Trustees and the Director.
- Takes the necessary initiatives in matters that fall within the remit of the Board of Trustees.
- Has the responsibility of coordinating the actions resulting from the mission of the management, including those directly managed by the Institutions.
- Is the head of the campus managements staff in the areas of goods/janitorial, reception and glassware sterilization department.

Campus Management Responsibilities

The Campus Management's responsibilities include

- Performing risk analysis for management's area
- Monitoring and managing alarms
- Participating in the design of the locking and access control system
- Monitoring access control systems
- Managing keys and access cards
- Having contact with security companies and the alarm centre hired by the university
- Participating in fire inspections and internal control of fire safety
- Carrying out evacuation drills
- Coordinate the area's fire safety officers and chemical representatives
- Local coordination and supervision of data security

Car Parking

See "Parking".

Carbon Dioxide (Gas)

See "Gases".

Carbon Dioxide (Ice)

See "Dry Ice".

Celebrations

See “Parties…”

Changing Table

A baby changing table is available in the accessible toilet closest to the restaurant (behind the reception).

Chemical Representative

Each research group must have a chemical representative who inventories all chemicals in the group and enters them in KLARA. The inventory is done once a year.

Chemical Waste

For liquid chemical waste, empty, cleaned glass bottles can be used. Do not store solvents in plastic cans for a long time as the plastic can be affected by the contents. The cans do not need to be packed in cartons, just label them with a chemical waste label, and label according to the product's labelling.

Collection of chemical waste is coordinated with Ragn-Sells AB by the Campus Facility Manager two to three times a year. Ragn-Sells AB sorts, packs and relabels the chemical waste.

If extra collection is needed, this is ordered from Ragn-Sells customer service via e-mail to kundservice.4@ragnsells.com with cc. to FA.Uppsala@ragnsells.com and the Campus Facility Manager henrik.ortsater@uu.se. When contacting, state that you are from Uppsala University, your address and the room number where the pick-up should take place.

Cleaning Service

Uppsala University's cleaning service is responsible for cleaning in the MTC building on floors 3 and 4 and in building C11, except for parts of floor 1 and the north-east staircase in C11, where ISS is responsible for cleaning. ISS is also responsible for all cleaning in C5 and MTC on floors 1 and 2. For information on what is included in the cleaning contract, please contact gun.ekman@uu.se in the Buildings Department.

If you have any questions or comments about the University's cleaning services, please e-mail lokalvarden-rudbeck@uu.se.

Code Handles

Code handles on doors can be ordered via the janitorial, but are paid for by the department/research group itself. Batteries are provided by the janitor’s office and are replaced when necessary.

If the code needs to be changed, contact the janitorial.

Coffee Machines

There are coffee machines in all kitchens and kitchenettes. JobMeal is the contracted supplier and the machines are refilled with coffee/chocolate/milk powder, emptying of grounds container and cleaned by JobMeal three times a week.

The machines are leased, and broken machines are reported to the janitorial who then contacts JobMeal. It is also possible to put a note on the coffee machine that it is broken and JobMeal will repair it on its next visit.

The machines are for the employees' use only, and the cost of the machines is charged to the organisations according to a distribution key.

If you want regular milk or oat milk, you can find it in the refrigerators.

Common Areas, Rooms and Halls

Common areas include entrances, stairwells, corridors, seminar rooms, halls, kitchens, pantries and lunch rooms. The kitchens, kitchenettes and lunch rooms may be used by all employees at the Rudbeck Laboratory. Students are referred to the student lounge on the ground floor of the entrance building R4.

Seminar rooms and halls (not Fåhraeussalen) are rented by the campus management and the cost is distributed according to a distribution key to the activities in the building. These can be booked in TimeEdit at no extra cost. Fåhraeussalen is managed by Region Uppsala, contact them to book the hall.

Rudbecksalen and Rosalind Franklin can only be booked by the reception, which should be contacted well in advance of the room being needed. (For Rosalind Franklin, only the time 10.00-14.00 applies when the reception books, other times it can be booked via TimeEdit.) Dissertations take precedence over courses, which may therefore need to be rebooked to another room or hall.

It is not allowed to eat and drink in seminar rooms and auditoriums. The teacher/speaker reminds the audience of this. The exceptions are Gregor Mendel, Charles Darwin and Rosalind Franklin in connection with lunch meetings, and at defence of a thesis in the halls when the opponent and respondent are served drinks.

When leaving lecture halls and seminar rooms, all equipment must be switched off, lights turned off and doors with access card readers must be locked. Leave the room in the condition you wish to find it.

Companies and institutions outside the Rudbeck Laboratory, who want to rent seminar rooms, have to contact the reception who will then invoice for the rent. Contact the reception for more information on the hourly rate for premises.

It is not allowed to have companies and other commercial interests offering their goods in the public areas such as entrances and stairwells. Companies with which the university has a framework agreement are referred to rent rooms or exhibition space. Bookings are made via the reception.

Compressed Air

See “Gases”.

Curtains

See “Furnishing”.

D

Decontamination

Kits for decontamination of chemical or biological spills are available in all southern corridors of building C11 and on the first floor of building R3. The box also contains equipment to save valuable instruments.

Defibrillator

There are two defibrillators at the Rudbeck Laboratory. One is located opposite the reception desk at the main entrance, and the other at the lunch room on the 2nd floor of building C11.

Deionised Water

Taps with deionised water are available in all corridors on all floors, and also in some larger labs.

Director

- Chairs the Campus Facility Management Board, represents the Rudbeck Laboratory, and is responsible for the tasks specified by the Campus Facility Management Board.
- Has financial responsibility for the joint activities of the Campus Management Facility.
- Signs the organisational unit and has employer responsibility for staff employed at the Campus Facility Management.
- Appoints and draws up a job description for the Campus Facility Manager.
- Appoints the IT manager for the campus management.
- Is the manager of the Campus Facility Manager
- Employs the staff who are part of the campus facility management.

Dissertation Defence

Following the defence, the reception can take place on the departments floor or in Lennart Nilsson outside Rudbecksalen. Please note that champagne glasses will not be provided by the campus management.

The research group is responsible for setting up chairs and tables, and ensuring that the floors are clean and free of any food residues or spills. Please dispose of rubbish and empty bottles in the waste room.

To request picture of the thesis on the screens, send an e-mail to vaktmasteri-rudbeck@uu.se.

To request flagging, send an e-mail to reception-rudbeck@uu.se
or call 018-471 4858.

Doors

Doors to the corridors on the ground floor, as well as the basement and culvert from the lifts, are locked 24/7 and require an access card.

The main entrance and the eastern entrance are locked between 15:30-06:30. The entrance to building R3 is locked and alarmed 24/7, access card and code are required.

Report a faulty door
If a door does not work properly, e.g. the card reader, locking mechanism or code lock, difficult to close or lock, contact the janitorial.

Drawer Unit

See "Furnishing".

Driften/Driftcentralen

(The hospital's operation center, commonly known as "Driften") The service unit within Region Uppsala that deals with all errors related to fixed installations, such as plumbing, heating, cooling, fixed lighting, electricity, etc. All non-emergency error reports should always go via vaktmasteri-rudbeck@uu.se, which forwards the error report to Driften.

Emergency errors, like a broken water pipe, should be reported directly to Driften via telephone, **018-611 50 00**.

Dry Ice

A dry ice container is located in the nitrogen tank room (21110) in C11, K-floor. All dry ice delivered with reagents and samples should be collected in the container to reduce the carbon dioxide content in the air during evaporation and to dispose of the dry ice in a sustainable manner. The ice must be clean and free of bags and debris. It must not have been in contact with samples or otherwise contaminated before being poured into the container.

The ice in the container is free to anyone who needs it.

If extra carbon dioxide ice is needed, it can be ordered through Region Uppsala. Orders or questions about prices should be sent by e-mail to transport.ordercentral@regionuppsala.se. When ordering, the cost centre (401380 for the university) and a reference code must be given.

E

Economy

If you have any questions about the campus management's fees, please contact financial officer Karin Elg.
Phone: 018-471 4837
E-mail: karin.elg@rudbeck.uu.se

Electrical Appliances

Purchased products to be connected to the electrical system must be CE marked. Products purchased from non-European countries must be checked and measured before being connected to the electrical system.

Remember that electrical appliances such as kettles or coffee machines in offices must be connected to a timer to avoid the risk of overheating.
Contact the janitorial if you have any questions about electrical appliances.

Employment Termination

Access cards and keys must always be handed over to the reception at the end of employment or stay at RBL.

Environmental Representative ("Green Rep")

Each department and division of the University must have at least one environmental representative ('Green Rep'). The Green Rep works with the University Environmental Co-ordinator to support and monitor local environmental work.

There are more to read about this on the Staff Gateway.

Error Report

All non-emergency error reports are made via e-mail to vaktmasteri-rudbeck@uu.se. Remember to always state the room number (small white sign on the top of the door frame).

If it is urgent, e.g. cracked water pipes, call the hospital operations center (Driften) on 018-611 5000.

Ethanol

The storage room for ethanol is located in building C11, level K. Access to the storage room is granted by the janitorial, who must be contacted to unlock it. Each department is responsible for inventory, ordering, and unpacking of the ethanol. The janitorial will notify the department when a delivery has arrived at the store.

Cans are placed on the shelves and must be unpacked by the designated person for the department, such as the chemical representative or fire safety officer.

The janitorial must be notified before the ethanol is collected.

Events

See "Parties…"

External Hirers

External companies and institutions who wish to rent seminar rooms at Rudbeck Laboratory should contact the reception at reception-rudbeck@uu.se for information on hourly rates. The reception will then invoice for the rent.

Please note that it is not permitted for companies or other commercial interests to offer their goods in public areas such as entrances and stairwells. Companies that have a framework agreement with the university can rent rooms or exhibition space at Lennart Nilsson. Bookings can be made via the reception.

F

Fire Safety Officer (FSO)

There should be a FSO responsible for each fire cell. The FSO checks the fire safety and whether there are any objects in the corridors that could hinder evacuation and aggravate a fire. The FSO checks how much flammable material is present in the premises. The FSO is also responsible for ensuring that any deficiencies in fire safety are rectified and for informing new employees about fire safety within the institution.

First Aid Stations

Replenishment of the First Aid Stations in the common and public areas is handled on a regular basis by the janitorial staff. If you run out of something, please inform the janitorial who will make sure it is replenished.

Flammable Product

For ethanol - see "Ethanol". Other flammable goods are dealt with according to the instructions on the packaging.

Freezers

Freezers are stored in smaller rooms equipped with alarms for low temperature freezers in various rooms on the floors in the C11 building. Additionally, there is a larger room for freezers where you can rent spaces that are also equipped with alarms. These rooms are located on the S floor of the C11 building. To rent a space for your freezer, please contact the curatorial office, which allocates space subject to availability. To register, please e-mail vaktmasteri-rudbeck@uu.se. They will send you a registration form to complete and return. After submitting your registration, you will be placed in a queue to wait for a free space.

In order for the property insurance to be valid in the event of a freezer breakdown, each freezer must have a contact list for operational alarms with at least two contact persons and current telephone numbers that can be reached at any time. Ensure that the contact list is always up-to-date, not older than six months. If there are no changes to names or phone numbers, updating the date is sufficient.

To access guidelines and forms for protection requirements, please download them from the staff gateway.

In case of a broken freezer, contact Driften (the hospital operations centre) at 018-611 5000 to determine whether it can be repaired or needs to be scrapped.

The institutions themselves are responsible for organising and paying for the removal of broken freezers on floor S. To arrange for collection, please contact transport.ordercentral@regionuppsala.se and provide your name, room number, a reference code for charging, and specify which freezer is involved. It is important to report any changes to the janitorial, who maintains an up-to-date list of freezers at all times.

To remove ordinary freezers and refrigerators in labs and storerooms on other floors that are not connected to the central alarm system, contact the janitorial.

If you need to cancel a space for a freezer on floor 3, contact the janitorial.

Borrow a freezer
For defrosting freezers, there is a -20 freezer (box) to borrow in the meantime. Contact the janitorial and inform them of the date and room number for deployment of the box.

To borrow a -70 or -150' freezer for defrosting purpose, contact Driftcentralen at 018-611 50 00 or via e-mail.

Fume Hoods and LAF Benches

All fume hoods and LAF benches are owned by the departments/university. There is no predetermined service on them that is carried out by the same unit, therefore it is up to each department/research group to ensure that service is carried out regularly. The hospital operations center (Driften) can perform simpler service such as replacing lighting or fixing errors connected to ventilation or plumbing. Error reports on ventilation are always made to the Janitorial.

For service on fume cupboards and LAF benches, contact Assemblin or Vita Verita.

Regarding interlocking of fume hoods, see “Interlocking”.

Function Room

To use a function room, you must first receive authorization from the relevant department. Once permission has been granted, contact the room manager to receive instructions on the rules of order and to obtain a code for the door. Please contact the room manager for any further information on function room routines.

Furnishing

If you need desks, tables, benches, chairs, etc., it is always a good idea to ask the janitorial before making a purchase. Sometimes furniture is left behind for others to use, which then is stored by the janitorial.

Laboratories:
In existing laboratories, there is fixed furniture belonging to the Rudbeck Laboratory. Fixed furniture includes laboratory benches, stands and shelf brackets, shelves, cupboards, bench drawers, ventilated chemical cabinets, sinks, gas and media fittings, lab funnels, fume hoods and benches, ventilated weighing benches, lamps, sockets and pipework for electricity, cupboards, wall tables, storage furniture, cold room and freezer room interior, coat hooks.

Laboratory furniture required for individual activities or extension of existing furniture shall be paid for by the institutions themselves.

Office / Writing room:
Offices and writing rooms are normally equipped with a desk, a drawer unit and a chair. If something is broken, it will be replaced and paid for by the department. Contact the janitor's office as they may have a small stock of leftover desks, shelves and cupboards.

Sit-stand desks, office chairs, desk lighting, bulletin boards or other equipment for desks in addition to existing furniture are paid for by the research group/department themselves.

When premises are refurbished, the University's Building Division ensures that the premises are equipped with basic furnishings and, where these are lacking, a basic range of office furniture and curtains.

Common areas:
Furniture in the dining rooms, seminar rooms and public areas belongs to the campus facility management, which is also responsible for maintenance. Please inform the janitorial if anything is broken or needs repairing.

Curtains:
Curtains are handled by the campus management who put them up and take them down when necessary. Changing curtains to another type is paid for by the department or research group.

G

Gases

The building is supplied with CO2 (carbon dioxide) and instrument air ("compressed/pressured air") on all floors by the property owner. In case of problems with the supply, or to order a gas outlet, please contact the janitorial.

Sometimes other gases are needed that are not provided by the property owner; it is then up to the departments themselves to procure and administer these.

Glassware Cleaning and Sterilisation Facility, Floor S

Phone: 018-471 4862.
E-mail: diskavdelning-rudbeck@uu.se.

For a quick and smooth handling of dishes, the following measures should be taken:

Dropping of glassware for washing

- All dirty glassware should be rinsed out.
- Remove ink markings and tape.
- The glassware should then be placed in the trays at the pick-up stations in the corridor.
- Buckets for glass pipettes should be washed out once a week and filled with clean water. This is done by the lab staff.

Collection of glassware

- The washing staff collects the glassware at the pick-up stations in the corridors. NOTE! Do not place the glassware at the washing facility.

General about dishes

- Only those using the services of the washing facility have access to the area. Contact the reception if you wish to gain access.
- Make it a habit to clean the bottles so that they come to the washing facility more often.
- Autoclaving takes place every weekday at 07:00, 09:00 and 12.00.
- You have to collect your autoclaved goods yourself.
- If you require special washing and autoclaving, e.g. incubator plates, contact the staff at the washing facility.

For large scale laboratory cleaning, please inform the washing facility in advance so that they can be prepared for the increased volume of dishes. Trolleys can be borrowed from the washing facility.

Goods Reception

See "Janitorial/Goods Reception".

H

Hazardous Waste

Hazardous waste includes, for example:

- Gloves
- Loose tips (extra packaging takes up valuable space), plastic pipettes
- Biological waste such as blood samples etc.
- Needle jars with needles, scalpel blades and slides

Empty small gas tubes from *Fireboy*™ must be sent as chemical waste and must not be placed in boxes for hazardous waste.

Special plastic and glass waste with one or more of the symbols below must be placed in the bin for special packaging waste in the waste room, C11 basement level. *(**Please note** that if none of these symbols are found on the packaging, it is sorted as ordinary plastic or glass packaging.)*

When delivered to the waste room, the box label must be written on: Information about the person who left the box must be included, (phone number and lab / department). The lid must be securely attached to the box (rubber hammer available in the waste room). Make sure to use the full capacity of the box, up to 10 kg, to reduce the number of boxes and their environmental impact.

Helarudbeck E-mail (Mass Mailing)

At the Rudbeck Laboratory, work-related information can be sent to all e-mail users via an e-mail distribution system that is administered and sent by the list administrators. Send an e-mail to helarudbeck@lists.uu.se where you state the information you need to get out, your name and your contact details. It is okay to write in English, since it will really reach everyone. The list administrators will then ensure that it is sent to all users at the Rudbeck Laboratory.

Please keep in mind that only work-related e-mails are approved for distribution.

Information Screen

Diskus is a common system within Uppsala University for providing information on digital screens. Several campuses work together in Diskus to share information. All participating campuses have a campus responsible who coordinates the activities and manages the publication. The IT Support is responsible for the technical operation of the screens.

Examples of what can be displayed on our screens include information about seminars, conferences, courses or Rudbeck Laboratory specific information.

Crisis information (e.g. threats, evacuation) is always given the highest priority for display.

Outside Rudbecksalen, the screen shows the schedule of bookings for the week, but can also show an image of an event in progress. Inside Rudbecksalen, the screen can as an example show the timetable for a conference in progress, or a picture of a dissertation being defended. Contact the campus responsible to get information posted on the screens.

To post information on the public screens, contact the campus responsible.

More information about Diskus can be found in the staff gateway.

Instrument Air

See “Gases”.

Interlocking

When a fume hood is interlocked, this means that the power to the sockets disappears if the ventilation in the hood becomes too low. When the ventilation returns to normal, a button must be pressed to restore power to the sockets.

Interlocking can be ordered from Driften (hospital operation center) at a cost to the research group/institution.

IT Support

UIT (University IT Services) is available throughout the university. You can contact them with any questions concerning IT and telephony, such as assistance with your computer, error reports and orders, or if you have other questions about IT services.

You can contact IT via e-mail, itsupport@uu.se, or telephone 018-471 4400.

J

Janitorial/Goods Reception

Opening hours:
Mon-Fri 07.00-15.00, closed for lunch 11.00-11.30.
Closed on public holidays.

Phone service technician: 070-425 02 76, 070-167 90 07
Technical coordinator: 070-425 08 10.

E-mail: vaktmasteri-rudbeck@uu.se

The janitorial service provides the following services within the RBL:

- Receiving and delivering incoming parcels to drop-off points.
- Sorting and delivery of mail
- Set up/take down/relocate shelving, benches, equipment and furniture in the Commissary premises.
- Maintain lecture theatres and seminar rooms.
- Changing batteries in code locks
- Maintenance of the waste room in the basement of building C11.
- Services specified in contracts and agreements with clinics and organisations outside the Centre.
- Reporting faults in the property to the Operations Centre (Property and Service Region Uppsala).
- Assistance with reporting to the Building Department for alterations and other tenant adaptations exceeding SEK 100,000.
- Acting as an intermediary between property owners and businesses for minor tenant adaptations costing less than SEK 100,000.K

K

Keys

If a key is needed, it is usually obtained when ordering an access card. Otherwise, please contact the reception who will distribute the key if needed.

Kitchens and Kitchenettes

Kitchens are mainly run by the campus management, but everyone who uses the kitchens and kitchenettes should help empty and fill the dishwashers when needed.

Dishwashing liquid, dishwasher pods, wipes, etc. for kitchens/kitchenettes can be collected as needed by contacting the campus management. Please note that these items are for kitchen use only and should not be used for laboratory activities.

Renting a kitchen/lunch room

Requests to hire the kitchen/lunch room must be made to the Campus Facility Manager at least two weeks in advance.

The room cannot be occupied before 16:00 on the day in question.

The hirer undertakes to pay any costs relating to damage to the furnishings or other damage to the premises, as well as any alarms that go off due to, for example, unlocked doors or smoke from candles.

L

Lab Drawer/Underbench Drawer

See “Furnishing”.

LAF Benches

See “Fume Hoods and LAF Benches”.

Lamps

The owner of the building (Fastighet och service Region Uppsala) is responsible for general lighting in the ceiling and permanently installed lamps for ceilings, walls and under shelving. Lightings for special activity purposes, such as desk lighting suspended from the ceiling, instrument lighting or non fixed lightings, is paid for by the department/research group themselves.

Lease Agreement Rudbeck Laboratory

The lease agreement for buildings C11, R3 and R4 is between the tenant, Uppsala University, and the landlord/property owner, Fastighet och service Region Uppsala. Rudbeck Laboratory C11 also houses two of the hospital's clinics, which rent directly from the owner. The restaurant has a lease agreement directly with Uppsala University's Building Department.

The total area of buildings C11, R3 and R4 is 14,300 square metres.

MTC building Dag Hammarskjölds väg 14 B and C
The building is owned by Vasakronan. Uppsala University has a first-hand lease on floor 3, where the Department of Medicinal Chemistry operates. Fastighet och service Region

Uppsala has a first-hand lease on floors 1 and 2, where the Department of Women's and Children's Health operates.

Letters

See ”Mail Service…”.

Locked Doors

See “Doors”.

Low Temperature Freezer

See “Freezers”.

M

Mail Service / Mail Boxes

The janitor’s office handles incoming and outgoing mail in C11, C5 and the MTC building:

- Morning 8:30-9:30, incoming.
- Afternoon 13:30, outgoing.

In building C11, floor BV, opposite the lifts, there is a mail room (room number 41124) with mail boxes.

Outgoing mail is placed in the mail room in a large green box on the right-hand side. The box is then emptied by the Academic Hospital's internal mail department.

For larger mass mailings, please contact the hospital's mail department on tel. 018-611 3285 for further information.

NOTE: It is not permitted to use the Rudbeck Laboratory address for private mail. This applies to both incoming and outgoing mail.

Mailboxes
Mailboxes are organised for people who have an employment contract for 6 months or more. Contact the reception if you need a mailbox but have not received one from start.

Don't forget to inform the reception when your mailbox is to be removed.

Manners and Etiquette

See “Rules of Orders…”.

Mass Mailing

See “Helarudbeck E-mail”.

Milli-Q Water

Milli-Q water is available in the glassware cleaning department, C11 floor S. Autoclaved MQ water in bottles is collected from the cold room at the same department. Non-autoclaved water is also available from a canister outside the cold room.

Note! Only those who pay for the glassware cleaning services have access to the department and can get MQ water.

Mobile Phones

See “Telephony”.

N

Nitrogen Tanks

In building C11, floor K, there are two rooms for nitrogen tanks. These tanks are refilled by Fastighet och service Region Uppsala, tel. 018-611 32 76. The campus management has an agreement with Fastighet och service Region Uppsala for nitrogen filling and is invoiced for this. The nitrogen tank must be labelled with the research group/unit to which the tank belongs, the billing address and the reference code. The campus management will then invoice the nitrogen tank owners for the nitrogen according to the size of the tank.

Please contact the room responsible Karin Elg, before placing or removing nitrogen tanks in the room.

New Employee

The Campus Management offers all new staff a tour of the Rudbeck Laboratory. This is an excellent way to find out about security, how mail and parcels are handled, waste management routines and the services offered by the Campus Management. Appointments for a tour can be booked with the Facilities manager, Henrik Ortsäter, by e-mailing henrik.ortsater@uu.se. Even if you have been working at Rudbecklab for several years, you are still welcome to book a tour.

O

Office Chairs

See “Furnishing”.

Office Desks

See “Furnishing”.

Opening Hours

See the Rubeck Laboratory website for current opening hours where applicable.

Outdoor Furniture

The campus management is responsible for all movable outdoor furniture. The property owner's contracted ground contractor is responsible for putting the furniture out in the spring and bringing it in for winter storage. The timing for placing the furniture outdoors is determined by the contractor, so it is not something that the campus management can influence.

P

Packages

When ordering goods to Rudbeck Lab, please use the following address:

Rudbecklaboratoriet
"First name Last name"
"Department, Floor X"
Dag Hammarskjölds väg 20
752 37 Uppsala.

(Please note that it is not allowed to use the Rudbeck Laboratory's goods reception for private shipments).

All goods ordered for the Rudbeck Laboratory arrive at the goods reception.

It is important that the correct address is used and that the customer's name and the floor where the parcel is required are included in the address (see example above). This facilitates fast and efficient delivery to each floor.

Packages containing electronics (e.g. mobile phones, computer accessories, etc.) that are not lab-related must be picked up at the goods reception by the one who ordered it after receiving an e-mail. If someone else will pick it up, it must be notified to the janitorial. Computers for office use are delivered directly to the IT department for installation and you will be notified by them when it is ready for collection.

Outgoing shipments with courier companies are handled by the research groups themselves, who ensure that all documents are fully completed. Packages to be sent with PostNord, according to the procured agreement, must have a booked collection made by the respective sender. For outgoing packages, a contact person and a clear pick-up point must be stated.

All smaller outgoing items should be left on the table by the toilets opposite the reception desk, or on the table by the front door of the Goods Reception (remember to inform the janitorial that parcels are there for delivery). Larger items on pallets should always be left in the goods receiving area.

Paper Rolls

Paper rolls for kitchens and labs are available in the room opposite the glassware cleaning department, C11 floor S. Follow the sign.

Parking

The car park at the back of the Rudbeck Laboratory belongs to the University Hospital. A sticker from Region Uppsala is required to park in these car parks. The sticker can be obtained at the hospital's information desks at entrances 10, 70 or 100/101 after showing your access card.

Other car parks in the area belong to Vasakronan and you can park there for a fee according to the signs.

Parking spaces can be rented in the car park of Läkemedelsverket (the Swedish Medical Products Agency) and the MTC building. Contact Parking Partner on 08-120 305 90 or uthyrning@parkingpartner.se.

Special permits for parking in other areas of the Uppsala University campus (where special permits are required) can be obtained from the reception at Rudbecklab.

Parties, Celebrations and Events

To book premises for a party or event, contact the Campus Facility Manager in advance. The manager will then inform the security company and access card unit about the event.

If doors need to be set up, specify the time and which doors are involved. It is the responsibility of all participants to ensure that no unauthorized persons enter the premises. The organisation and institution that rented the premises will be charged for any costs related to vandalism, theft, or extra cleaning.

The Campus Facility Manager can provide the rules of order and a booking form, which should be completed by the responsible person and returned to the manager.

External hirers are required to pay an hourly fee.

Staff with activities and access to the Rudbeck Laboratory can also hire the restaurant for dinners. To book and order food, please contact Bistro Rudbeck well in advance. The restaurant will apply for alcohol licenses.

Pneumatic Tube Mail

See "Tube Mail".

Poster Boards (Floor Standing)

Through the janitorial services, you can borrow freestanding cardboard poster boards, consisting of 3 or 4 sections that can easily be folded out and arranged to a Z or M-shaped display.

The recommended maximum size for posters is A1 portrait format (841x594 mm).

Posters may only be attached with pins. Tape and adhesive putty are not allowed, as they damage the surface.

The boards are only permitted for use within the Rudbeck Laboratory premises.

To book screens, please contact the janitorial by email, vaktmasteri-rudbeck@uu.se.

Posters (For Notice Boards)

Posters and announcements may be placed on the notice boards on the floors by employees of the Rudbeck Laboratory. For the notice boards in the main entrance, contact the reception.

Avoid taping on walls, doors, windows, in lifts, etc., as there will be adhesive residues that are difficult to remove.

Pressured Air

See "Gases".

R

Radiation Protection

If there is any uncertainty about radioactivity, contact Vladimir Tolmachev, BMS, who is a radiation protection expert at the Rudbeck Laboratory, tel. 070-425 0782.

Reception Desk

Phone: 018-471 4858. E-mail: reception-rudbeck@uu.se

The reception desk is open Monday-Friday 8:00-15:00, closed for lunch 11:00-11:45. Other times may apply at weekends, bridge days and bank holidays.

Visitors to the Rudbeck Laboratory:

- Please inform the reception of your expected visit well in advance. Give the name of the visitor and your telephone number.
- All visitors to the Rudbeck Laboratory must register with the Receptionist, who will contact you when visitors have arrived.
- You can also make an appointment and meet up your visitor yourself.

If necessary, patients will be helped to find the waiting room.

The reception can also help you with the following:

- Borrowing equipment
- Portable camera for videoconferencing
- Conference phone
- Portable hearing loops
- Laser pointer/presenter
- Data cables/adapters

Sign for:

- Keys
- Temporary access cards

Other tasks:

- Help with booking Rudbecksalen (Fåhraeussalen is booked through Akademiska sjukhuset, reception@akademiska.se).
- Posting notices (notices should be given to reception for posting on the notice boards).
- Order access cards after receiving a scanned copy of a registration form from the departments. E-mail: passerkort-rudbeck@uu.se.

Recycling

Recycling bins are partly located in each kitchen and kitchenette but also in the corridors. Recycling room with all fractions are located in the basement of C11 and in the MTC basement/parking garage. Please visit the rooms to see what you need to sort (note that the type of sorting may differ between C11 and MTC).

Replace the plastic and paper bag when it is full.

Nothing 'contaminated' or infectious should be left for recycling. This should be placed in yellow hazardous waste bins in the designated area.

Restaurant Bistro Rudbeck

Located next to the reception, Bistro Rudbeck serves lunch as well as breakfast, coffee, pastries, sandwiches. They also offer catering, business luncheons and dinners.

Phone: 018-471 62 80.

See their website for more information, including the weekly lunch menu and opening hours.

Resting Room

If you are feeling a bit unwell and need to lie down for a while, there is a resting room located on the ground floor in building C11, opposite the Gösta Hultqvist conference room in the southern corridor. The key to the room is issued through reception.

Room of Silence

The Rudbeck Laboratory has a "Room of Silence", a space for silence, reflection and prayer. The room is available to anyone who works or studies at Rudbeck, and is a place for relaxation, prayer and meditation. Although it is not specifically a place of worship, all religious groups are welcome to use the Room of Silence.

Please respect each other in the room by practising prayer or meditation in silence and stillness.

For everyone's enjoyment, please respect the following:

- It is not allowed to eat in the room.
- It is not allowed to use the room as a meeting room, study room or for telephone calls.
- It is not possible to book the room.
- Turn off (or mute) your mobile phone to avoid disturbing others
- Do not leave personal belongings in the room, such as books, yoga mats, prayer mats, etc.

Violation of the above may result in the room being closed.

The room is located next to the Lennart Nilsson mingling area in building C11, ground floor.

Rules of Orders / Manners and Etiquette

Rudbeck Laboratory has a large number of staff, around 700 people, who use seminar rooms, kitchens and other common areas.

In order to maintain a good standard of cleanliness and comfort in the premises, it is necessary for everyone to help maintain order. Keep floor surfaces clear of loose items such as boxes, shoes, bags, etc. to make it easier for cleaning staff to keep the premises clean. Yellow boxes for hazardous waste and other items that need to be on the floor should be placed on trolleys that are easy to move when mopping. Empty cartons should be flattened and placed in designated trolleys or bins.

Eating and drinking are not permitted in our laboratories and offices. China and glassware should be placed in the dishwasher after use. Wipe up spills to reduce the risk of slipping and to keep things clean.

Sort your rubbish in the rubbish bins in each kitchen/kitchenette. Take care of your wine bottles and the like after parties. Don't put them on the benches in the kitchen, take them down to the waste station in C11 floor K.

Remove piles of newspapers from the dining rooms. Newspapers can be disposed of in the bins in the corridors.

Follow the rules of order in the function labs. The room manager has the right to remove people from the function labs if they do not follow the rules and are careless enough to endanger the health of others.

Any faults or defects in the premises, such as broken lights, dripping taps, blocked toilets, broken locks, etc., must be reported to the janitorial. Report the room number, which can be found on a small white sign on the top of the door frame, and the floor level. In urgent cases, such as major water leaks or electrical faults, or when the janitor’s office is closed, the faults should be reported to the hospital’s Operations Center, 018-611 5000.

A white lab coat must be worn when working in the laboratory, but is not allowed in the dining room, kitchens or restaurant. To reduce the risk of infection, do not walk between rooms without protective gloves.

Remember! You represent Uppsala University. We often have foreign guests and other visitors on our premises. It is important that we make a good impression.

S

Safety Inspections

Safety inspections are carried out by each institution once a year by the safety representative and representatives from the work environment group. The campus manager and a representative from the cleaning service usally also participate in the safety rounds.

Safety Ombudsman (Coordinating)

Coordinating Safety Ombudsman for Rudbeck Laboratory is Anneli Häyrén, anneli.hayren@uu.se.

Security Company

Securitas patrols the Rudbeck Laboratory and the MTC building, entrances 14 B and C, day and night. (Please note that the Academic Hospital premises within the Rudbeck Laboratory are patrolled by a different organisation).

If evening events are planned in the building, Securitas must be informed of the time.

Securitas can be contacted 24 hours a day on tel: 018-471 25 00.
E-mail: uu.campusvaktare@securitas.se.

Signs

Signs at entrances, stairwells, lifts, lecture theatres and other common areas are managed by the campus management.

Lab nameplates are printed by the room managers within the organisations, and office nameplates are ordered by the janitorial to maintain uniformity.

Department-specific signs are paid for and maintained by the departments themselves.

Uppsala University's Building Division is responsible for all external signage. Orders for signage are placed through the Buildings Division.

Sit-stand Desks

See “Furnishing”.

Smoking

Smoking is only allowed outdoors, at least 15 metres from a building wall. Otherwise, cigarette smoke can easily be drawn in through the building's air intakes and spread throughout the premises. Cigarette butts are disposed of in designated ashtrays located at various points around the building.

Snow Removal

The owner, Fastighet och Service Region Uppsala, has hired a contractor who is responsible for clearing the snow around Rudbeck Laboratory.

Storage

Storage space at the Rudbeck Laboratory is very limited. For bulky storage and archiving issues, the Head of Department/Clinical Director should contact the Campus Facility Manager.

The campus facility offers rental of temporary space for long-term storage on pallets in a locked storage room. Rent is charged monthly in advance. The space can be rented for a

limited period of up to 6 months. If the pallet space is to be rented for longer than 6 months, notice must be given at least one month before the end of the rental period. The campus facility can only extend the period again if there is no queue for the space. The notice period for a pallet space is 1 month and the rental period ends at the end of the month.

The cost of a pallet is quoted on request.

The rental cost may be adjusted annually.

Applications to rent a pallet space must be made in good time (at least 1 month in advance) by sending an e-mail to the janitorial. They will send you a registration form to complete and return. After submitting your registration, you will be placed in a queue to wait for a free space.

The form states:

- The month from which the space is to be rented.
- How long the space will be rented (maximum 6 months).
- The type of goods.
- The dimensions of the goods: width x length x height.
- Billing address and reference code/area of responsibility.
- Contact persons (minimum 2), telephone number, building/room number where they are located.
- At the end of the rental period, the person responsible for the goods must notify the location to which the goods are to be moved.

Cancellation of a space is done by contacting the janitorial.

Storage Lockers

Lockers are located opposite the reception desk at the main entrance and next to Rudbecksalen. Valuables should be kept under surveillance or locked in the lockers.

The lockers are not bookable and each student/visitor is responsible for what is stored in them.

The lockers are only intended for storage during a lecture/lesson and are emptied every Monday morning. Any forgotten contents are stored in the reception.

T

Telephony

Telephones and mobile phones are ordered by your department via Proceedo.

The transfer of a permanent extension from one room to another is ordered by the Campus Facility Manager via e-mail from the room responsible within the department. Specify the extension to be moved, the room number and, if possible, the telephone socket number to which the extension is to be moved.

The telephone socket number is often handwritten on a piece of paper stuck to the socket panel. If the telephone socket is at the bottom of a row of sockets, the number will be written at the bottom. Other sockets may have a number plate stuck to them.

Tenant Adaptations

Requests for major changes within the premises owned by Fastighet och service Region Uppsala must be made through the campus management (Campus Facility Manager or technical coordinator), who orders the work from Fastighet och service. The costs of the changes is paid by the research group or department requesting the change.

Termination of Employment

Access cards and keys must always be handed over to the reception at the end of employment or stay at RBL.

Tour for New Employees

See “New Employee”.

Tube Mail

On each floor of building C11, in the south corridor, there is a station for sending and receiving tube mail. On floor 1 there is also a station in the north corridor.

U

V

Vacuum

Most larger labs have taps for vacuum. In case of problems, contact the janitorial.

W

Waste and Recycling

(See also Hazardous Waste.)

Waste for recycling is sorted in the respective bins, in the waste room; basement level in C11 and C5, and the parking garage in MTC. Please visit the waste room to see what you need to sort (note that the type of sorting may differ between C11, C5 and MTC).

Replace the bag with plastic and paper packaging if it becomes full.

Nothing "contaminated" or infectious should be left for recycling. This should be put in the yellow boxes for hazardous waste.

Window Cleaning

Window cleaning for building C11 is ordered by the Cleaning Unit at Uppsala University, except for floor 1, which belongs to Region Uppsala. The property owner Fastighet och Service Region Uppsala orders window cleaning for the entire building C5 and floor 1 of building C11.

The window cleaning takes place once a year.

Windows

Opening windows is not permitted as it can disrupt ventilation and affect neighbouring rooms. Rudbecklab's buildings have built-in cooling and heating systems. If the temperature is uncomfortable, please report it by e-mail to vaktmasteri-rudbeck@uu.se.

Work Environment Group

The department's work environment group has elected representatives from various research groups. The facility manager is part of the work environment group. It deals with issues concerning the common work environment and procedures for maintaining a good environment within the department and the Rudbeck Laboratory.

Work Environment Management

At the university, the vice-chancellor is ultimately responsible for the university's work environment. The vice-chancellor's responsibility is to plan, lead and follow up the work on an overall level. At the departments, it is the head of department who is responsible for the work environment. The department must have a work environment group, a safety representative, an environmental representative, a fire protection representative and a chemical representative. These must work in co-operation with each other and with the campus facility management.

Writing Rooms

The working environment is very important in a writing room, not only for the staff who will be using the room, but also for cleaning staff, visitors and possibly future tenants.

It is a workplace, not a personal space!

It must be easy to clean - the floor surface must be free from items like carpets, bicycles or other things that carry "rubbish".

The room must have good air quality - this means that if you want a plant, it must be of a type that does not give off strong odours. This also applies to personal fragrances, and the use of perfume and other allergenic substances should be minimised. Incense or other odour emitting items should also be avoided. Smoking is not permitted. The consumption of fruit, sandwiches and cold salads is acceptable, but hot food should be eaten in the lunchroom.

The writing room should be kept clean - take care of the furniture and fittings. These belong to the room and should not be moved without the permission of the campus management.

The campus management has a limited stock of furniture in case it needs to be supplemented, e.g. shelves, desks, drawer units and office chairs. Otherwise, the

department is responsible for purchasing furniture such as sit-stand desks or ergonomic chairs.

Care should also be taken to avoid placing objects on walls and doors, partly because of wear and tear, but also to avoid sending messages that could be perceived as offensive and thus cause inconvenience.

X

Y

Yellow Bins

Yellow bins for hazardous and/or infectious waste are collected by users from the janitor’s office in building C11, level S. The number of bins is noted on a list together with institution, name and reference code for billing. The bins are then invoiced according to the number collected. For more information on how to deal with hazardous waste, see "Hazardous Waste".