

INSTITUTE FOR GENOMIC BIOLOGY

operations & facilities announcements

IGB BUILDING HOLIDAY SCHEDULE CHANGES

The IGB building will be closed December 24 thru January 1. This means that all exterior doors will be locked and all card access doors will require entry with a valid IGB prox card. Please take care when entering or leaving the IGB not to allow someone you do not recognize into the IGB.

If you notice any urgent building issues (water leaks, CT room temperature problems, etc.) please call 333-0340 for the F&S Service Office. This number is answered by Public Safety during off-hours and they will be able to assist you. Emails sent to facilities@igb.uiuc.edu during this time will not be immediately addressed.

IGB administrative offices will be closed December 24 thru January 1.

IGB Shipping and Receiving will be closed December 24 thru January 1. **No packages or mail will be received or sent during this time period.** If you have any questions related to shipping, receiving, or mail, please contact IGB Shipping and Receiving (receiving@igb.uiuc.edu). If you have questions related to purchasing, please contact the Business Office (purchasing@igb.uiuc.edu).

Array Cafe will be closed December 24 thru January 1.

If you are in the building when it is closed, please turn off all lights when you leave your area.

“No parking” areas are still enforced even when the building is closed.

I-CARD EXPIRATION DATE

Please be mindful of the expiration date on your I-Card. If your card is scheduled to expire during the holiday break, make plans to visit the I-Card Center soon to update your card. If your card expires, your card access is deactivated!

IGB SECURITY REMINDERS

With the holidays approaching, please be reminded to take extra care when entering the IGB both via the exterior doors during off-hours and doors leading into secured spaces within the IGB at any time.

Do not let unknown people into the IGB or secured spaces. Anyone needing access should be directed to Operations and Facilities for prox card or key access permissions.

Be aware of people loitering around the doors and grabbing the door before it closes behind you to gain access.

Absolutely NO doors should be propped open – this compromises IGB security.

We should all be observant of our surroundings and report any suspicious behavior immediately by calling 9-911 from a Campus phone.

The University of Illinois Public Safety website has helpful information regarding personal safety, as well as other topics of interest. <http://www.dps.uiuc.edu/universitypolice/campussafety.html>

BUILDING TEMPERATURES

As we enter the heating season (outside air temperatures below 55 degrees), please be reminded that your office thermostats will be locked into a range of 70 – 74 degrees. You can manually adjust the temperature within this range. Please note that there are areas of the building where thermostats are non-adjustable (labs, public spaces, etc.)

WALKING SAFELY IN SLIPPERY CONDITIONS

As the temperatures begin to drop, many campus areas become slippery. Please visit the following link for more information: <http://www.igb.illinois.edu/safety/walking-safely-slippery-conditions>