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# HAM-TMC Library Administrative Guide. Chapter 9: Disaster Plan, Maintenance and Security

Houston Academy of Medicine-Texas Medical Center Library

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## **CHAPTER 9: DISASTER PLAN, MAINTENANCE AND SECURITY**

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## **9.01 DISASTER PLAN** (Updated 05/04)

Unforeseen crisis situations such as water, smoke, fire, natural disasters and even the possibility of terrorism require emergency preparedness planning. Organized and proactive responses to emergency situations are necessary for the protection of employees and clients, and to prevent total destruction and/or loss.

The Library's Disaster Plan outlines the key components in disaster preparedness, dealing with disaster prevention, immediate response activities, recovery or salvage procedures and rehabilitation of damaged materials. It also contains policy and actions to assist in the management of the Library's collection, disaster preparedness strategies and the roles and functions of response personnel.

An electronic copy is located on the Library's intranet, Homer (***Library Disaster Plan***). Each member of the Disaster Team, as well as the Executive Director and Property Manager, has copies of this Disaster Plan both on-site and off-site. A printed copy is located in each department. Department Heads are responsible for making sure staff members are aware of the Plan and where their departmental copy is kept.

## **9.02 WORKPLACE CLEANLINESS** (Updated 05/04)

The Library is an attractive place to work or study and we want to keep it that way.

Each person is responsible for keeping their work area neat. Files and supplies are to be stored in their proper place before employees leave for the day.

### **Janitorial Services**

Cleaning services are performed five days per week, Monday through Friday nights. Please note that the janitorial staff is instructed to move nothing on the desktops. The staff also will not clean computers nor throw away trash unless it is in a trash can or is clearly labeled as trash.

Daily cleaning services include the following:

- cleaning and disinfecting all rest rooms
- vacuuming all carpets
- wiping all empty table tops (feather dust around any items)
- dust all desk tops
- clean all glass doors
- sweep and mop kitchen/lounge areas
- empty trash from cans or other clearly marked containers
- dusting window sills

Other items performed on a periodic or as needed include:

- cleaning the inside of windows
- wiping air vents
- cleaning base boards
- high dusting
- shampooing carpets
- stripping and re-finishing hard surface floors

- washing trash cans
- moving office furniture to vacuum or shampoo carpet

Should you have a special request or comment, please communicate immediately to building personnel as described in the maintenance section or call any of the numbers listed below.

Each person using the Staff Lounge is responsible for keeping it neat (cleaning any dishes, microwave spills, disposing any left over food). Do not leave unopened sodas in the freezer.

### **Work Projects**

Anyone needing the services of the Library Operations Department should contact the department directly by sending an email to [operations@library.tmc.edu](mailto:operations@library.tmc.edu).

### **9.03 BUILDING RULES (Updated 05/04)**

The building is owned by Houston Academy of Medicine (HAM) and building maintenance is handled by HAM through a contract with Meracle Enterprises. Any problems with the maintenance should be brought to the attention of the Associate Director of Public Services and Library Operations.

Special requests may be forwarded to the property manager for review and scheduling. Please note that the building maintenance personnel are not responsible for repairs to tenant-owned furniture or equipment.

Leasehold renovations or alterations must be approved and coordinated by Building Management. Most work must be scheduled weekday evenings and weekends.

#### **CONTACTS:**

Building maintenance 713-790-0656

Maintenance pager (digital) 713-608-0114

Maintenance Supervisor 24 hr. pager 713-608-0091

Property Manager Larry Meracle 713-524-4267, 24 hr. Pager 713-605-7499

Greg Bernica Building Owner's Representative 713-524-4267

### **9.031 MAINTENANCE (Updated 05/04)**

#### **Maintenance**

Each morning during start-up of the building, all areas are walked by HAM maintenance personnel changing burnt out lights and looking for any other items that may require attention. While this service is intended to minimize maintenance calls, it is understood that there are maintenance needs during the day. In order to provide the most efficient services for all the tenants, each tenant is asked to identify one person to report all maintenance and janitorial requests. This person should report problems on a timely basis by calling 713-790-0656.

### **9.032 DELIVERIES/MAIL/MOVING (Updated 05/04)**

#### **Deliveries**

All deliveries to the building are to be made from the loading dock. Instructions are posted at the dock for entry into the building. Once inside, only the freight elevator is to be used to get to each floor. Should a delivery involve furniture or other large items, arrangements must be made at least 48 hours in advance with the property manager. Any vehicle left in the loading dock area must be clearly marked as delivery (or service) to the Library Building. All other vehicles are subject to being towed at the owner's expense.

#### **Mail**

Mail, newspapers, etc., deliveries are permitted any time during the day. Since the building does not have a central mailroom, these deliveries should be made directly to each tenant.

#### **Moving**

Moving large quantities of furniture such as complete offices may require night or weekend scheduling and must be coordinated with the property manager at least seven days in advance. Only the freight elevator will be used for moves.

### **9.033 SAFETY (Updated 05/04)**

#### **Safety**

The safety of the premises is of utmost concern. For fire egress purposes, no materials of any kind are to be stored or piled in any hallway or loading area. Any condition or item that poses a danger, should be treated as an emergency and reported immediately to the building maintenance personnel or property manager.

#### **No Open Flames**

Absolutely no open flames of any kind are allowed in any area of the Library. In accordance with the HAM, the HAM-TMC Library does not allow use of open flame devices, including incenses and candles in the building. In many cases, candles cause fires when they are left unattended, tipped over and ignite nearby combustibles. Tealights and tapers are common culprits in candle fires.

#### **Fire Alarm Procedures**

Each department has a Fire Captain and Co-Captain. See individual Departmental Procedures Manual or Disaster Plan for detailed procedures and evacuation instructions.

The Library Building is a non-smoking facility. In recognition of those occupants who smoke and the comfort of those who do not, the only area where smoking is allowed is outside the Street Level entry on the west side of the building (Webber Plaza side). There is an ashtray at that location.

### **9.04 SECURITY (Updated 05/04)**

There is no security guard stationed in the building. HAM employs building maintenance personnel to patrol the entire building and garage from 6:00 p.m. to midnight every day. There is no pattern to their patrol but they can be reached by calling 713-790-0656. Tenants in the building are responsible for the security of their space. Any valuables, purses, equipment etc.

should be kept in a safe place. If there is a problem in the building follow the steps outlined in section 9.05 of this guide.

### **Doors Locked**

Library employees are to use the main entrance to the Library. Please do not use the loading dock.

Please report any unlocked fire doors to the Assistant Director of Circulation. The Library's Operations Supervisor checks the street level fire doors. The Night Manager or Circulation Staff checks all fire doors (3 floors) before closing.

### **After Hours Access**

The normal operating hours for the Jesse H. Jones Library Building are 6:30 a.m. to 5:30 p.m. Monday through Friday. Since HAM-TMC Library employees work various hours, staff have access to their work areas between the hours of 7:00 a.m. and closing (Sunday through Saturday). Access to other departments is limited.

When Library employees enter the Library during off hours and weekends, they must enter through the front door and show Library identification to the building maintenance personnel stationed there. The person on duty will check the list of staff approved to enter the Library. The Human Resources Specialist provides the list to HAM quarterly depending on staff changes. If the staff member is on the list, they will be allowed into the Library. The Library staff member must indicate the areas of the Library in which they will be during the visit.

Motion detectors are in use during off hours. When leaving staff should check with the person on duty so the alarm can be reinstated. In the event there is no one at the front entry desk, please call 713-790-0656 or 713-608-0114 (digital pager) to contact the person on duty.

Other exterior doors (Weber Plaza, Loading Dock) will not be accessible between 7:00 p.m. and 6:30 a.m. Monday through Friday nor on weekends.

## **9.05 CRIMINAL ACTIVITY IN THE LIBRARY (Updated 05/04)**

When a Library employee or client reports any kind of criminal activity or bizarre behavior in the Library (theft, vandalism, exposure, etc.), refer them to Circulation. The Circulation Manager should do the following in the order listed:

1. Advise the Executive Director or someone in Administration during normal business hours. Call the Executive Director at home on evenings and weekends if the crime involves damage to Library facilities or injury.
2. Call the Houston Police Department at 713-222-3131.
3. Complete the relevant information on the Report of Criminal Activity (9.051).
4. File a copy of the report in Circulation and in the office of the Executive Director.

## **9.06 EQUIPMENT & COMPUTER INVENTORY (Updated 05/04)**

Library furniture, equipment and computers must be inventoried.

The Accounts Receivable Accountant adds inventory tags to newly purchased items and keeps an updated file of such items. The Accounts Receivable Accountant is also responsible for conducting an annual physical inventory.

Any item purchased for more than \$100 should be included in the inventory. Items costing \$100 - \$499 have a blue inventory tag and items costing \$500 or more have a red tag. The inventory record should include vendor, model number, serial number, date purchased, physical location, purchase order number, category, description, manufacturer, department, tag number and cost.

### **9.061 STORAGE SPACE AND DISPOSAL GUIDELINES (Updated 11/03)**

Storage space in the Library is limited; therefore, guidelines for retention and disposal of furniture and equipment are strict. The street level storage area is only accessible by Operations and certain other staff members. The Operations Supervisor should be consulted to approve items stored in the area.

Only reusable furniture is stored in the street level storage area. Furniture that is not usable, such as broken chairs, old file cabinets that will not close or stand upright and desks that are badly worn are discarded using the procedures outlined in this document.

- Sell at a price established by the Accounting Department
- Call Goodwill for pickup (713-780-4739)
- Place small items in the dumpster on the loading dock
- Sell large items, especially metal file cabinets, for scrap metal—contact building management (713-790-0656) for location

Accounting maintains a database of capital equipment, along with the depreciation value. Computers are fully depreciated after three years. Other equipment and furniture are fully depreciated after ten years. All furniture and equipment over \$100 has a red or blue HAM-TMC Library inventory tag. Any item with a blue tag originally cost between \$100 and \$500. Any item with a red tag originally cost over \$500.

All equipment should be assessed before disposal. Accounting will consult with Information Technology before discarding computer hardware. When practical, these items are sold through E-Bay or silent auction. There are very strict EPA guidelines for the disposal of some equipment, such as printers, monitors and hard drives. Contact building maintenance for proper disposal.

Equipment purchased through NN/LM funding must follow strict guidelines set by the federal government for disposal. Government property or equipment having an acquisition cost of less than \$5,000 shall vest in the contractor (i.e., belongs to the Library). Equipment having an acquisition cost of \$5,000 or more purchased with funds made available under the contract shall vest in the contractor (the Library) subject to the provisions of the contract.

The Library must report to the Contract Property Administrator all government property that is in excess of its needs. Property may be considered excess if it is no longer required for contract performance or no longer in working order and repair is considered impractical. The Contract Property Administrator will coordinate with the Contracting Officer to determine if the item is required on another contract or by the sponsoring program. If the property cannot be used elsewhere in the Department, there is a series of steps that the US Department of Health and Human Services (HHS) must follow to dispose of excess property.

This is sometimes a lengthy process, and the Library may be required to store the excess property while the procedures are being carried out. The Library is responsible for the property as long as it is in our possession and may not dispose of any item until we receive the Contracting Officer's approval and complete written instructions from the Contract Property Administrator. Disposal options include transfer, donation, trade-in, sale, abandonment, cannibalization, scrapping or destruction of the property.

Once we have declared an item as excess, with the concurrence of our Contracting Officer, the Contract Property Administrator should notify the General Services Administration (GSA) of the excess item for transfer to another government agency/department or contractor. If the item cannot be transferred, it is offered to state agencies in the GSA region for donation. If the states are not interested in the item, it is then offered to the public for sale. If GSA is unable to dispose of the item, GSA notifies the Contract Property Administrator that HHS is authorized to conduct a small lot sale or abandon the item.