

School of Medicine

Building Operations & Facilities Guidelines

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PURPOSE

These guidelines outline the operations of SOM Buildings providing a general overview of key operational areas. They are not intended to be interpreted as step-by-step procedures or policies. For additional specifications related to facilities administration, contact SOM Facilities Planning.

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I. General Access & Visitor Management

A. Building Access

SOM Buildings are accessible 24 hours a day, 7 days a week to all SOM employees, students, and faculty with authorized badge access. The following rules apply at all times:

1. SOM ID badges must be visibly displayed on the employee's physical person in an unobstructed manner while in SOM Education Buildings.
2. External doors must not be propped open at any time.
3. If you have forgotten your badge at home during business hours, please check in at the reception desk.

B. Visitors

Visitors are defined as anyone who is not a UCR SOM faculty, student, or employee. This may include, but is not limited to, UCR leadership of other units, UCR faculty, students, employees, affiliated partners, and community personnel.

NOTE: UCR students attending their regular classes in SOM buildings are NOT considered visitors and are not required to sign in.

1. Visitors MUST check in at the reception desk where they will receive a visitor's nametag.
2. Non-SOM students are permitted to study in open areas on the 1st and 2nd floors of Ed II during business hours if available or may reserve an enclosed study space through Zoom Workspace Reservations.
3. If a SOM faculty or employee is expecting a visitor, they must inform the Reception Desk ahead of time and provide contact information from someone in the hosting department or host themselves.
4. The SOM faculty or employee (host) must meet the visitor at the reception desk or elevator.

II. Workspaces & Offices

A. Individual Workspaces

- Keep workspaces clean, organized, and free of excessive clutter.
- Items may not be hung over, attached to, or stored on top of workstation panels in a manner that creates safety hazards or obstructs neighboring workspaces.
- Aisles, walkways, and access paths between workstations must remain clear at all times
- Offices are limited to one interior wall for the display of framed artwork, certificates, or professional décor. Removable command strips or approved picture-hanging hardware should be used to minimize wall damage.
- Heavier, oversized, or permanently mounted items must be seismic braced. Please submit a Service Now to Facilities Planning.
- Heavy items may not be stored on top of overhead cabinets, shelving, or storage units.
- Employees are encouraged to use small desk-sized trash containers to support campus zero-waste initiatives. Personal desk-side trash containers must be emptied by the occupant into designated Zero Waste receptacles, as janitorial staff do not service individual desk trash cans.

B. Personal Furniture & Items

Personal furniture is not permitted in SOM Facilities. Personal furniture and large personal items include but are not limited to chairs, benches, bookcases, tables, shelving units, filing cabinets, couches or lounge furniture.

Items determined to be unsafe, damaged, obstructive, or non-compliant with building standards may be required to be removed immediately at the direction of Facilities Planning.

The School of Medicine reserves the right to remove or request removal of unauthorized items that interfere with operations, create safety concerns, impede custodial services, or negatively impact shared workspace standards

C. Storage Room Use and Management Policy

Staff are expected to utilize designated storage locations appropriate to the type of materials being stored. Storage areas must remain organized, accessible, and compliant with fire and safety regulations.

Prohibited Storage Locations

Prohibited storage locations include but are not limited to: the tops of file cabinets, shelving units, overhead cabinets, aisles, walkways, corridors, stairwells, and under desks or work surfaces where items may obstruct cleaning or pose safety hazards.

The following locations are not approved for storage:

- Tops of file cabinets
- Tops of shelving units or overhead cabinets

- Aisles and walkways
- Stairwells and corridors
- Under desks or work surfaces where it creates clutter or safety hazards
- Mechanical, electrical, telecom, or utility rooms
- Common areas not designated for storage

D. Furniture & Fixtures

The relocation, removal, exchange, reconfiguration, or modification of SOM furniture, chairs, fixtures, workstation components, office systems furniture, and panel systems is prohibited without prior approval from SOM Facilities Planning.

Employees may not:

- Remove furniture from assigned offices, workstations, conference rooms, classrooms, breakrooms, or common areas.
- Exchange furniture with another employee or department.
- Disassemble, relocate, or reconfigure workstation panels, partitions, shelving, overhead storage units, or modular furniture systems.
- Move furniture in a manner that creates safety hazards, obstructs access, impacts ADA compliance, or interferes with building operations.

All requests for furniture moves, workstation modifications, space reconfigurations, furniture replacement, or furniture surplus/disposal must be submitted to SOM Facilities Planning for review and approval.

Facilities Planning reserves the right to return furniture and fixtures to their original configuration if changes are made without approval. Facilities reserves the right to inspect and reassign furniture based on operational and departmental needs.

E. Furniture & Workspace Modifications

1. Furniture Usage and Relocation

- Requests for ergonomic furniture or accommodations must follow the approved campus ergonomic and accommodation process.

2. Chair Labels and Asset Tags

- University asset labels, inventory tags, barcode stickers, and Facilities identifiers may not be removed, altered, covered, or transferred between furniture items.

3. Artwork and Decorations on Exterior Surfaces

- Artwork, signage, decorations, posters, or personal displays are not permitted on the exterior of office doors, exterior workstation panels, hallway-facing surfaces, windows, or common area walls.
- Department identification signage and approved institutional postings are permitted in designated locations only.
- Decorations or displays may not interfere with professional appearance standards, building operations, or safety requirements.

4. Safety and Maintenance

- Employees should immediately report damaged or unstable furniture to Facilities Management.
- Unauthorized modifications to university furniture, including painting, drilling, mounting hardware, or structural alterations, are prohibited.

III. Office Decorations & Signage

A. Decorations

- All decorations must comply with fire, safety, building, and facility standards. Decorations must not obstruct hallways, exits, aisles, ADA access routes, emergency equipment, signage, doors, windows, or routine custodial and maintenance operations.
- Use only UL-approved decorative ornaments and lights. Check for frayed, broken wires, or other safety hazards before use.
- Electrical decorations must be plugged into a surge protector. Decorations may not be connected directly to extension cords or daisy-chained power strips.
- Battery-operated decorations are strongly preferred.
- Decorations may not be suspended or hung from ceilings, light fixtures, fire sprinklers, pipes, HVAC equipment or building infrastructure. Balloons may not obstruct exits, signs, or building systems and may not interfere with fire protection systems, lighting, or building equipment, in accordance with fire and building safety requirements.
- Holiday Decorations must be removed within a week after the holiday ends. All holiday decorations must be taken down before curtailment begins.
- Painters tape and removable command strips are permitted and must be removed without causing damage to walls, surfaces, or finishes.
- Glitter, confetti, artificial snow, and similar materials that create excessive cleanup, maintenance concerns, or damage are prohibited.
- Freestanding decorative items may not block egress, walkways, corridors, or aisleways.

B. Artwork & Wall Decorations

- Artwork, displays, furniture, or decorative items may not block exits, corridors, aisles, access routes, or building equipment.
- Office wall décor, framed artwork, and certificates are limited to one (1) interior office wall.
- Artwork and wall hangings are not permitted on the outside of office doors, windows, exterior workstation panels, hallway-facing surfaces or common area walls.
- Use command strips or picture hooks to minimize wall damage.
- No stickers, decals, adhesive graphics, or decorations may be affixed to the exterior of furniture, assets, signage, office and workstation panels, or walls.
- Scotch tape, masking tape, duct tape, packing tape, and other permanent or heavy-duty adhesives may not be applied to walls, glass, doors, or building surfaces. Blue painter's tape is the preferred temporary mounting material.
- Pins, nails, or other penetrating fasteners may not be used on walls, doors, or workstation panels.
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C. Signage & Postings

- All posters, announcements, and advertising must be approved before posting. Paper signage is not permitted
- Digital signage submissions should be directed to SOM Facilities Planning via the [SOM-SOM Portal \(service-now.com\)](https://service-now.com).
- Standardized workstation signage is installed by SOM Facilities Planning. Signage frames and inserts must not be removed.
- Updated signage, please submit a request through SOM Facilities Planning via the [SOM-SOM Portal \(service-now.com\)](https://service-now.com).

IV. Kitchen, Lounge & Shared Spaces

A. Kitchens & Kitchenettes

Kitchen and kitchenette areas are designated for SOM faculty and employee break use. The following rules apply:

- Keep all lounge and kitchen areas clean at all times.
- 1st Floor Refrigerators are for daily use only and food items must be cleared out daily.
- Department units on each respective floor will rotate monthly to clean the refrigerators.
- Each person is responsible for washing their own dishes and disposing of their own garbage. Dishes left in the sink dirty may be discarded.
- Microwavable food must be covered while heating. Wipe down the microwave after use.
- Do not leave food unattended in the microwave.
- No personal air fryers or other plug-in cooking devices are allowed.

B. Shared Spaces (Breakrooms, Copier Rooms, Meeting Rooms)

- Clean up after yourself and leave these areas tidy for others.
- Clear away any personal belongings and return furniture to its original position.
- Keep noise levels to a minimum; use headphones or Huddle spaces when participating in virtual meetings.

V. Food & Beverages

A. Classroom Space Use

- No food or open beverages are allowed in classrooms during classes.
- Drinks with closed lids/sealed tops are permitted.

B. Workstations & Common Areas

- Limit food to snack-type items rather than full meals at workstations.
- When storing food at a workstation, ensure it is in a sealed container.

- Cover all food and beverages when transported through hallways or work areas to prevent spills.
- Spilled food or beverages must be cleaned up immediately or request maintenance assistance to avoid slip hazards.
- Food and beverages in meeting rooms and conference rooms are permitted for specific events.

C. Special Events with Food

Food at special events is permitted if a Chart of Accounts (COA) is tied to the event to cover the cost of cleaning. Food is not permitted in unregistered events. Events requiring additional setup, cleaning, or after-hours support may incur recharges, including labor, delivery, and service fees.

VI. Classroom Use

- Posting on acoustic panels is not permitted.
- After use, erase the glass board, remove any trash or belongings, and return furniture to its original position.

VII. Room Reservations & Event Spaces

A. Conference Rooms

Conference rooms may be reserved through the Zoom Workspace App

1. For information about available conference rooms and instructions for using Zoom Workspace Reservations, please visit the SOM Facilities & Space Planning Zoom Reservations page (<https://somfacilities.ucr.edu/zoom-reservations-app-ed-i-and-ed-ii>).
2. When food or beverages are planned as part of a meeting or event, departments may be asked to provide a valid Chart of Accounts (COA) at the time of reservation. The COA may be used for applicable custodial, cleaning, or other facility-related services associated with the reservation.

B. Reserving Event Space

1. For reservations and room availability visit <https://25live.collegenet.com/pro/ucr#!/home/dash>.
2. For more information and how to use 25Live visit <https://somfacilities.ucr.edu/school-medicine-reservable-spaces>.

NOTE: Educational courses and all other academic activities will take priority.

VIII. Mailboxes & Package Delivery

1. Mail slots are located on your department floor in the copier room.

2. Mail slots must be kept clear and open to receive notifications and other information on a daily and/or weekly basis.
3. M-F, between 9-11, paper mail is delivered to the mail slots, and outgoing mail is collected. Package delivery notification emails will be sent to schedule delivery. Please refrain from coming to the reception desk to pick up packages.
4. Student mail to be discarded every 60 days.

IX. Electrical Devices & Personal Equipment

A. Permitted & Restricted Devices

Effective January 3, 2024, All mobility devices (scooters and bicycles) are NOT permitted inside SOM buildings. Card-access bike racks are located near the loading dock (also monitored by security camera).

Device	Location Permitted	Requirements / Restrictions
Refrigerators	Hard-wall offices & official breakrooms only	Must be maintained in a clean and sanitary condition. Refrigerators must be plugged directly into a permanent wall outlet and may not be connected to extension cords or power strips. Drip pans are recommended to prevent water damage from leaks or condensation. Placement is limited to offices, conference rooms, kitchens and kitchenettes.
Extension Cords and surge protectors	Prohibited in all locations	Extension cords may not be used as a substitute for permanent wiring and are prohibited for continuous or long-term use. All electrical devices, power strips, and surge protectors must be UL-listed (or equivalent nationally recognized testing laboratory certified). Daisy-chaining of extension cords, surge protectors, or power strips is strictly prohibited.
Microwaves, hot plates, toasters, toaster ovens, slow cookers, and coffee makers	Official breakrooms only	All other personal appliances are not permitted Must be UL-listed and equipped with built-in surge protection. Must be plugged directly into a wall outlet and may not be connected to another surge protector, power strip, extension cord, or multi-plug adapter.
Single-use coffee makers (no external heating element)	Offices & breakrooms	Not considered a heating device; allowed in offices.
Electric fans	All locations	Must be UL-approved and plugged into an approved surge protector or wall outlet.

Device	Location Permitted	Requirements / Restrictions
Air Purifiers		Air Purifiers must be approved by EH&S and copy approval must be filed with SOM Facilities Planning.
Portable heaters	Not Permitted	Portable heaters. Per UCR Policy, space heaters are not permitted If your room or office temperature is not within the average temperatures of 68-78 degrees, Please submit a service request to SOM Facilities Planning
Mobility Devices -Skateboards, non-electric scooters	Not permitted in SOM Buildings	Must be placed in SOM Bike cages. Skateboard racks are located near ED-I and ED-II

NOTE: Surge protector power strips may be used when multiple appliances share a single outlet but cannot be chained together or connected to extension cords.

X. Bikes, Scooters & Similar Limited Mobility Transports

- Effective January 3, 2024, electric scooters and bicycles are NOT permitted inside the SOM buildings.
- Use the card-access only bike rack located by the loading dock. The racks are recommended.
- Electric scooters and bicycles are banned from SOM buildings; students are directed to use secure, card-access bike racks or skateboard racks. Locks are recommended.

XI. Assistive Animals

UC Riverside affirms the rights of individuals who require assistive animals to participate in all aspects of campus life. A request for an assistive animal (service or support animal) as an accommodation requires an individualized analysis reached through the interactive process. This policy implements federal and state laws regarding access for assistive animals that assist individuals with disabilities at UCR.

This section provides a general overview of the campus assistive animals policy. For the full text of the UCR Policy on Assistive Animals. Refer to UCR Policy 850-39; *Assistive Animals (Service and Support Animals)*.

More information on assistive animals from the Student Disability Resource Center can be found here:

<https://sdrc.ucr.edu/assistive-animals#:~:text=A%20request%20for%20an%20assistive,reached%20through%20the%20interactive%20process>

NOTE: For more information visit <https://policyking.ucr.edu/home>

XII. Emergency & Safety Procedures

A. Building Evacuation

- Evacuation of buildings at the University of California, Riverside is everyone's responsibility.
- Offer assistance as needed to individuals with disabilities or mobility-related access needs.
- All faculty and employees must evacuate at the sound of the alarm.
- The Emergency Assembly Area for SOM Ed I and Ed II is located in the courtyard near Scotty's and the SOM Ed I Building.
- Emergency call buttons are located near the elevators and near the reception desk. Calls go directly to UCPD.

For more information regarding the Emergency Action Plan, visit:

<https://somfacilities.ucr.edu/emergency-information>.

To locate your building's Emergency Assembly Area (EAA) please visit:

<https://ucrgis.maps.arcgis.com/apps/instant/basic/index.html?appid=2860a28e0a2b476f88bf45c5dce81f72>

B. Reporting Maintenance Issues

For non-emergency building-related issues (broken equipment, HVAC, room conferencing, etc.):

1. Front desk reception (urgent): (951-827-4568
2. For classroom AV Assistance press the 'help button' on the neat pad of the display devices located on the lectern
3. For after-hours building-related issues: UCPD (951-827-5222
4. For additional concerns about the building, contact SOM Facilities Planning at <https://somfacilities.ucr.edu>.

XIII. Surveillance & Security

- SOM Education Buildings use security cameras and a single centralized video management system to enhance safety and protect the physical facility while preserving individual privacy.
- All UCR School of Medicine Buildings are monitored by UCPD.

XIV. Maintenance & Facilities Requests

A. Submitting a Request

Issue Type	How to Request
General maintenance / repairs	Submit a ServiceLink ticket at SOM–SOM–Portal (service-now.com)
AV / room conference equipment	Press help button on lectern neat pad
After-hours building emergency	Call UCPD at (951) 827-5222
Front desk / urgent requests	Call (951) 827-4568
Space reservations & event planning	Visit https://somfacilities.ucr.edu/school-medicine-reservable-spaces
Digital signage submission	Submit via ServiceNow https://ucrsupport.service-now.com/som_portal?id=sc_cat_item&sys_id=e5098f6593177610866fb0cd1dba107e

C. Contact Information

Contact	Information
SOM Facilities Planning Website	https://somfacilities.ucr.edu
ServiceLink (tickets & reservations)	service-now.com
Front Desk / Reception	(951) 827-4568
AV / Room Equipment Support	Press help button on lectern neat pad
UCPD (After-Hours Emergencies)	(951) 827-5222
Emergency Action Plan	https://somfacilities.ucr.edu/emergency-information#emergency-action-plan