Authorized Access Only!

NOT EXPLOSION PROOF!

Principal Investigator

<u>In Case of Emergency or Alarm Contact:</u>

Name of Emergency Contact #1
room # office phone #
after-hours phone #

Name of Emergency Contact #2
room # office phone #
after-hours phone #

If you'd prefer not to post your personal cell phone number on this sign for after hours notification:

1. If your freezer is tied into the Building Automation System, verify your information is up-to-date. Facilities Customer Service Center (CSC) monitors alarms 24/7. In the sign field, state freezer alarmed with Facilities.
2. If your freezer is not tied into the Building Automation System and you want it to be:
   a. Submit a Facilities work order to request freezer alarm contacts/wire. Estimates may also be requested first.
   b. The Refrigeration Shop will assess if your freezer has the appropriate contacts.
   c. Facilities' Energy Operations Group (EOG) may need to run alarm wires to room and set up alarm points.
   d. EOG will send an Alarm Message Request form to obtain contact information and instructions.
3. If your freezer will not be tied into the Building Automation System:
   a. Post a contact list inside your lab, easily visible upon entry. Refer to that list.
   b. If you leave the field blank, Facilities will assess the severity of the alarm. If reported to Public Safety they will notify Facilities.