

## INI BUILDING POLICIES

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The INI building consists of three levels: the Winthrop level, the first floor and second floor. The DEC@Henry is located in the Winthrop level. The first floor houses the INI business offices, and the second floor is the INI Student Floor. There are three entrances: the Winthrop St. entrance, the Henry St. main entrance and Henry St. lower level entrance.

To ensure the safety and comfort of use for all occupants and to maintain the appearance of the INI building, the following rules must be observed by everyone.

### A. INI BUILDING ACCESS

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#### 1. Building Access

There are three entrances to the building, located on the Henry Street and Winthrop Street sides of the building. Building access is managed through the central CMU card-swipe system (SMART Cards) and is restricted to INI students, faculty, and staff. Access through exterior and interior doors is granted via card-readers using a valid and authorized CMU ID. All authorized individuals can use their CMU ID cards for building access.

For issues with your CMU ID and accessing the INI building, please contact: [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

For information regarding university policy on CMU ID cards, please refer to CMU's ID Card Services, available online at: <http://www.cmu.edu/idplus/>.

Non-INI students that are registered for classes located at the DEC@Henry are authorized to access the Winthrop level of the INI building during the hours in which their class takes place. These students will need their CMU ID to enter the building and their access will be restricted to the Winthrop St. entrance.

### B. INI BUILDING SAFETY

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#### 1. Safety at The INI Building

In the event of an emergency, students can use the emergency phones, designated by the blue lights, located on the first and second floors. The emergency phone connects to Campus Police directly. You can also use any personal phone to call for help in an emergency by dialing 911 for Allegheny County emergency dispatch or Campus Police at 412-268-2323.

Per the CMU Police Department's web site, "Prevention and Safety Tips":

- Stay alert to your surroundings at all times.
- Use the University Shuttle/Escort Service when possible. (<http://www.cmu.edu/police/shuttleandescort/>)

- Use SafeWalk when possible. (<http://www.cmu.edu/student-affairs/ocsi/edandprog/safe-walk/index.html>)
- Stay close to friends and do not interact with strangers.
- Do not approach suspicious persons or vehicles.
- Avoid using devices that impair your hearing or sight while walking.
- Report any suspicious incidents, persons or vehicles to Campus Police at 412-268- 2323, or off campus to the Pittsburgh Police at 911.

The Campus Police patrol the INI building on a daily basis.

For fire emergencies, if you are able to, please quickly put out the fire using the proper fire extinguisher. Report the incident to Campus Police at 8-2323 immediately after. If the fire cannot be quickly extinguished, activate the nearest fire alarm and evacuate the building using the stairs.

Alarm pull stations are activated by completely pulling down a level located at the lower half of the alarm station cover. Pull stations are located near exits and at stair entries.

For more details on how to respond to various emergency situations at the INI building, please refer to section 6, "Emergency Issues."

For non-emergency building problems, please email [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

## 2. Video Surveillance

For security purposes, several video surveillance cameras are in use on the INI premises and an outside security firm, Guardian Protection, works with the INI to monitor the safety of the building. To protect personal privacy, the INI will only view video footage when an incident occurs that has a related police report filed.

The alarm system is armed after 5:00 p.m. (EST) and will sound if an entrance door is held open for a sustained period of time. If an alarm is activated, Guardian Protection will be notified and will contact CMU Police.

## 3. Guests

Students who are expecting a guest must meet them at the main entrance. Please note that students are considered responsible for their guests.

Students should not let anyone into the building that they do not know. When entering the building, students should make sure that the door locks behind them in order to prevent unauthorized people from entering the building.

## 4. Visitors for Teaching Assistants (TA)

Students who have TA assignments and plan to hold office hours at the INI building need to work with the INI Receptionist in order to make appropriate arrangements.

## 5. Restricted Areas of the Building

INI students are able to access the building 24 hours a day, 7 days a week; however, access to the following areas of the INI Building is restricted:

- DEC@Henry and DEC@CIC outside of class time;
- INI business office area on first floor outside of regular business hours, except by prior appointment;
- Staff kitchen and conference room on Winthrop level;
- Reception desk on Winthrop level (removing any items from the reception desk or from any staff office/area constitutes theft and will be referred to campus police);
- Wiring, data and electrical closets on all floors; and
- Roof

The INI business offices, located on the first floor of the building, are open from 9:00 a.m. to 5:00 p.m. Please make an appointment with the faculty or staff member(s) with whom you want to meet when possible. All students must check-in with the INI Receptionist.

Students may not congregate near INI entrances and lobby on the first floor and Winthrop level.

## 6. Emergency Issues

During regular business hours, students should report building emergencies — such as leaks, electrical faults, flooding, power outages, etc. — to the nearest INI staff member. After regular business hours, students should report any emergencies to Campus Police at 412-268-3232.

A Fire and Emergency Action Plan for the INI Building is available at the following link: [http://www.ini.cmu.edu/current\\_students/resources/INI\\_FireAndEmergencyActionPlan.pdf](http://www.ini.cmu.edu/current_students/resources/INI_FireAndEmergencyActionPlan.pdf).

The document illustrates evacuation routes and gives instructions for emergency situations that are pertinent to the INI Building.

## 7. Non-Emergency Issues

Students should report all non-emergency building issues, such as: burned out lights, shortage of supplies, damage to furniture or fixtures, etc. by sending an email to: [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

## C. BUILDING CODE OF CONDUCT

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The INI building is a professional office for students, staff, and faculty. Its main purpose is to provide a safe, quiet area for study and work. The following behaviors are expected of INI students and their guests:

- Professional personal appearance and behavior are expected.
- Alcoholic beverages are not permitted on the premises, except where they are served at events that have been sponsored by the INI.

- Only INI-sponsored events are permitted in the INI building.
- Noise levels should be kept to a minimum.
- Sports games are not permitted in the INI building.
- Items left unattended may be thrown away.
- Maintain a clean space; e.g. throw away trash, clean up spills, clean dirty dishes.
- Keep food and beverage in the kitchen area.
- Fixtures, such as lights and kitchen appliances, should not be modified or tampered with; if there is an issue, please contact: [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

The university's social host policy governs all university social activities on and off campus at which alcoholic beverages will be served. The social host policy is available at the following link: [http://www.cmu.edu/policies/documents/DrugAlcohol.html#social\\_alcohol](http://www.cmu.edu/policies/documents/DrugAlcohol.html#social_alcohol)

## D. INI STUDENT FLOOR

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### 1. INI Student Floor: Courtesy

Please demonstrate courtesy and respect to your fellow classmates by keeping the INI Student Floor in the best shape possible, as it shows courtesy and respect to your fellow classmates who share this space. The space, appliances, and equipment provided on the INI Student Floor must be kept clean at all times. Students are expected to throw out their trash as well as wipe off the tables and countertops after use.

The cleaning staff will clean the refrigerator every Friday morning. For safety reasons, all food items past their expiration period will be discarded. Please remove your food items from the refrigerator by Thursday night to avoid having them thrown away.

The cleaning staff is **not** responsible for cleaning the microwave and coffee machine in the student kitchen, running the dishwasher, or other kitchen duties. They are also **not** responsible for cleaning the dry erase or chalkboard; however, the INI may clean off these spaces when needed. If you want your work to be saved, please specify, "do not erase." Also, be courteous of others' work on the boards.

If any of the supplies in the student space need to be replaced, please email: [ini-help@andrew.cmu.edu](mailto:ini-help@andrew.cmu.edu).

### 2. INI Student Floor: Food

All meals consumed within the building may only be eaten in the student kitchen area of the INI Student Floor. All perishables should be discarded in a timely manner in the garbage bins in the kitchen area.

Food and beverages are strongly discouraged in the INI DEC@CIC and the INI DEC@Henry unless associated with an event that has been approved by the INI administration.

### 3. Quiet Study Area

The quiet study area is located on the INI Student Floor and reserved for students who want to work on their studies individually. Please respect your classmates by keeping the noise in this space to a minimum. All seats in the Quiet Study Area are on a first come, first serve basis.

#### 4. Interview Rooms

Rooms 201 and 202 on the INI Student Floor are designated as INI Interview Rooms and are available for students to use for phone interviews and other career services related activities. Both rooms have a capacity of 4 people, and do not have Video TeleConference (VTC) available. The room reservation process can be found online at:

[http://www.ini.cmu.edu/current\\_students/rooms/index.html#guidelines](http://www.ini.cmu.edu/current_students/rooms/index.html#guidelines)

Students who need to make career or class-related long distance calls may reserve a designated phone line for this purpose. This process must be scheduled through the INI Receptionist, with approval from INI Career Services.

#### 5. Project Room

The INI Project Room (Room 205) is designed for project team meetings and other group activities. It has a capacity of 12 people and full VTC capability. The room reservation process can be found online at:

[http://www.ini.cmu.edu/current\\_students/rooms/index.html#guidelines](http://www.ini.cmu.edu/current_students/rooms/index.html#guidelines)

#### 6. Items Not Permitted In INI Student Spaces

Items that constitute a health or fire hazard are not permitted in the INI student spaces on any level of the INI building. The following items are examples of such items but this does not represent a complete list:

- Refrigerators, cube or otherwise
- Toaster ovens
- Hot plates
- Space heaters
- Hot pots (electric kettles)

#### 7. Student Lockers

Lockers are available on a first-come, first-serve basis for INI students to use and can be obtained by signing up with the receptionist at the front desk. Students must register the locker number with the receptionist first, before claiming and/or occupying a locker. By signing up for a locker, students agree to comply with the following rules:

- The INI reserves the right to access the student lockers, if necessary.
- The students are responsible for providing locks for their lockers. The INI is not responsible for the security of students' property in the lockers.

- If a student cannot remove the lock from his/her locker, the INI may remove the lock with bolt cutters. The student will be held responsible for any damage resulting from this process.
- The students may not store food or beverages in their lockers.
- The students are financially responsible for any damage to the inside and/or outside of their lockers and must alert an INI staff member immediately when damage occurs.
- At the end of the spring semester and before leaving the program, students must:
  - Remove their lock and all personal items and debris from their locker. Any items left behind in the lockers will be discarded.
  - Failure to do the above will result in charges to the student's account.

## 8. First Aid Kit

The INI Student Floor is stocked with a first aid kit for non-emergency medical issues, which is located in the cabinet above the counter, directly to the left of the refrigerator. There is a sign on the cabinet in which it is located.

This kit includes supplies for minor injuries (e.g. Band-Aids, ointment). As always, if there is a medical emergency, call Campus Police at 412-268-2323.

## 9. Lactation Room

The INI has a lactation room (Room 213) on the INI Student Floor as a service to both the INI and CMU communities. This space is open to CMU students, faculty, staff and their guests. Users of this space are responsible for requesting card swipe access to this room and following the guidelines for use as outlined by the University at:

[http://www.cmu.edu/hr/benefits/healthy\\_living/lactation-rooms/](http://www.cmu.edu/hr/benefits/healthy_living/lactation-rooms/).

## E. MISCELLANEOUS

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### 1. Smoking

A designated smoking area is located to the right of the front entrance of the INI building. Cigarette butts must be placed in the ashtray provided outside. Smoking is not permitted anywhere inside of the INI building or near the Winthrop St. entrance.

The university's smoking policy and a map of designated smoking areas on campus is available at the following link: <http://www.cmu.edu/ehs/policies/smoking.html>.

Smoking cessation resources are available through University Health Services for free or reduced cost. If you are interested in quitting smoking, please visit their site:

<http://www.cmu.edu/health-services/tobacco-use/index.html>

### 2. Parking and Transportation

#### a. Parking

Parking in the INI parking lot without a parking pass is prohibited and permit enforcement is now 24 hours a day, 7 days per week. Under no circumstances should a person without a parking pass park in the INI parking lot. Any violators will be ticketed and/or towed.

#### b. Bicycles

Bicycles must be parked on the bike racks located outside of the building and are not permitted inside the building. Any bicycles found in the building will be removed.

The Carnegie Mellon University Police department offers a free bicycle registration online. For more information, please visit: <http://www.cmu.edu/police/programsandservices/property-registration.html>.

#### c. University Shuttle and Escort Service

The university runs a campus shuttle and escort service to assist students with travel to and from campus. The Carnegie Mellon shuttle service is a fixed-route, fixed-stop transportation option available to all CMU students, faculty, and staff.

The CMU escort service is a transportation option that services the geographical areas surrounding Carnegie Mellon that include Squirrel Hill, Shadyside, and Oakland. This is an evening and nighttime service that operates from 6:30 p.m. to 6:30 a.m. The Campus Police runs these services. For more information, students should refer to the following link: <http://www.cmu.edu/police/shuttleandescort/index.html>

### 3. Personal Mail

Personal mail and packages of any kind will not be accepted for delivery if addressed to students at the INI building. Personal mail must be sent to the student's home address.