

# Laboratory Interactions with Facilities Services

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*Lab Safety Awareness Week is a good time to remember to engage in steps to enhance the collaborative relationship between laboratory personnel and Facilities Services (FS)*

## EHS DOOR SIGNS

- **Keep the EHS door sign updated**
  - Ensure contact information and emergency phone numbers are present and accurate – This is crucial for timely responses to requests and emergencies
  - Communicate the importance of responding to calls in a timely manner – Failure to respond can delay critical repairs, leading to potential safety hazards and disruptions to research
  - Ensure the expectation for routine building services is indicated on the door sign
  - When possible, post only one EHS door sign, even for shared labs

## FLOOR CLEANING

- Quaternary disinfectants are used for cleaning floors. Contact FS building services if this is a problem
- If floor cleaning is needed, call FS One Call – (865) 946-7777

## INTERACTION AND ENGAGEMENT

- **Laboratory personnel are encouraged to:**
  - Promptly respond to voicemails and texts from FS personnel
  - Acknowledge the presence of FS staff by interacting and engaging when they enter the laboratory – a simple “hello, can I help you” goes a long way in building a collaborative relationship
  - Clear areas where repairs are being requested, or issues are being addressed – this will benefit lab operations and FS personnel

## WHEN CALLING FS ONE-CALL (865) 946-7777

- Promptly respond to call backs from FS personnel
- Clear the areas where repairs are being requested, or issues are being addressed
- When the call is an emergency, stay in the lab until FS arrives to meet the FS staff person to explain in more detail and assist them if items need to be removed or adjusted

## WATER INTRUSION

- Response to water leaks often results in concerns about contaminants in the water from hazards present in the lab – keep all hazardous materials contained and stored properly
- If there is a water intrusion event in your lab space, be present during the response to assist FS in safe entry and effective response

***UTK strives to foster a welcoming and cooperative environment for all personnel. Please remember to be hospitable to all non-lab personnel entering the laboratory, with particular emphasis on showing appreciation for the valuable services provided by the Facilities Services staff***

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