

INI Building Information, Policies, & Procedures

To help ensure the safety and comfort of all occupants and to maintain the appearance of the INI building, the following information, policies and procedures must be observed by all INI students and visitors to the INI Building.

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A. COVID-19 MEASURES

In response to the evolving circumstances related to the COVID-19 pandemic, the INI will continue to follow and implement the guidance provided from the COVID Coordination Team, alongside university leadership and with the support of University Health Services and Allegheny Health Network experts at the INI building and all of our spaces.

For the most up-to-date information on the CMU COVID strategies, please visit the CMU COVID-19 Updates website (<https://www.cmu.edu/coronavirus/index.html>).

INI Building Hours

INI students have access to the INI Student Floor 24/7 with their CMU ID card. This access is conditional upon compliance with the INI Building Policy, the CMU Minimum Requirements to Return to Campus (<https://www.cmu.edu/coronavirus/preparing-campus/min-requirements.html>), and the current CMU COVID Strategies (<https://www.cmu.edu/coronavirus/news-and-communications/communications-archive/index.html>).

B. INI BUILDING SPACES

1. Floors

A. Winthrop Level

The Winthrop level includes the following areas

- Winthrop-level Reception Desk
- INI Academic and Student Services Office
- INI Career Services Office
- DEC@Henry
- Student Printers

The INI Academic and Student Services Office and the INI Career Services Office in Pittsburgh is open from 9:00 a.m. to 5:00 p.m. (EST) Monday through Friday. Please make an appointment with the staff member(s) with whom you want to meet when possible.

B. First Floor

The first floor of the INI includes:

- INI Front Desk
- INI Staff and Faculty Offices

Staff and faculty offices are open from 9:00 a.m. to 5:00 p.m. (EST) Monday through Friday. Please make an appointment with the faculty or staff member(s) with whom you want to meet when possible.

C. Second Floor

The second floor of the INI is the student space. It includes a kitchen area, quiet study room, INI library, interview rooms, project room, media center, shower room, wellness/lactation

room, lockers, and a printer.

The INI Lost and Found is also located on the second floor. Found items will be held for 30 days.

INI students are able to access the INI Student Floor 24 hours a day, 7 days a week, except in the case of holidays, scheduled events or maintenance, which will be communicated in advance to students, or in the case of building emergencies. This access is conditional upon compliance with the INI Building Policy, the CMU Minimum Requirements to Return to Campus (<https://www.cmu.edu/coronavirus/preparing-campus/min-requirements.html>), and the current CMU COVID Strategies (<https://www.cmu.edu/coronavirus/news-and-communications/communications-archive/index.html>).

2. Exterior Doors

A. Entrances and Exits

There are three entrance/exits at the INI. They are:

- Henry St. (main) entrance/exit
- Winthrop St. entrance/exit
- Henry-side Winthrop Level entrance/exit

B. Emergency Exits

There is one exit at the INI for emergencies only. Opening this exit door will set off the building alarm. The door is marked as emergency exit.

- Winthrop St. stairwell emergency exit

3. Restricted Areas

A. Students may not access the following:

- DEC@Henry and DEC@CIC outside of class time and INI-sponsored events
- Winthrop Level reception desk, staff offices, staff kitchen, and conference rooms outside of regular business hours, except by prior appointment
- INI First Floor outside of regular business hours, except by prior appointment
- Closets (supply, wiring, data, and electrical) on all floors
- Thermostats on all floors
- Wiring for INI technology on all floors
- Alarm keypads
- Garage
- Basement
- Roof

Please note: Removing any items from the Winthrop Level Reception Desk or from any staff office/area constitutes theft and will be referred to Campus Police.

Students are not authorized to control the thermostats in the INI building. If you are concerned about the temperature in any of the spaces, please send an email to ini-help@andrew.cmu.edu.

C. INI BUILDING SAFETY & SECURITY

1. Emergency & Non-Emergency Procedures

A. Reporting Emergencies & Calling for Help

During Business Hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.)

Students should report emergencies (such as leaks, electrical faults, flooding, power outages, etc.) to the nearest INI staff member.

After Business Hours (Monday – Friday, 5:00 p.m. – 9:00 a.m. and Saturdays & Sundays)

Students should report emergencies to Campus Police by using the blue light emergency call boxes or by calling from a personal phone.

- Blue light emergency call boxes connect directly to Campus Police, and are located at:
 - INI First Floor: Inside the Henry St. main entrance.
 - INI Second Floor: To the right of the elevator.
- Calling from a personal phone:
 - Campus Police: (412)268-2323
 - Allegheny County emergency dispatch: Dial 911

B. Responding to Fires

In the event of a fire, if possible, please quickly put out the fire using a fire extinguisher located as follows:

- Near reception desk on Winthrop Level
- Near the Henry Street lower-level entrance (front of the building) near printer stations
- Inside front and back stairwells on all floors

Report the incident to Campus Police at (412)-268-2323 immediately after.

Please note: If it is not possible to use a fire extinguisher to extinguish the fire, activate the nearest red fire alarm station by pushing in, then pulling down on the lever. Fire alarm stations are located near exits and at stair entries.

Any time the fire alarm is sounded, you should quickly evacuate the building using the stairs. Please refer to the evacuation route maps posted at various locations on all floors of the INI building. Never use the elevator when the fire alarm is activated.

The INI Fire and Emergency Action Plan illustrates evacuation routes and gives instructions for proper procedures to follow in emergency situations that are pertinent to the INI building.

Review the Fire and Emergency Action Plan for the INI building:

<https://www.cmu.edu/ini/student-services/resources-files/4616%20Henry%20Street%2020180823.pdf>.

C. Elevator Emergencies

If you get stuck in the elevator, use the emergency phone located in the cabinet below the buttons to call for help. Please report by emailing ini-help@andrew.cmu.edu.

D. First Aid Kits

First aid kits for non-emergency medical issues are located in the:

- INI Student Floor – in the labeled cabinet above the counter, directly to the left of the refrigerator
- Winthrop Level – in the labeled cabinet to the right of the DEC@Henry exit and across from the Winthrop Level reception area

These kits include supplies for minor injuries (bandages, ointment, etc.). If there is a medical emergency, call Campus Police at (412)-268-2323.

If the first aid kits need to be replenished, please send an email to ini-help@andrew.cmu.edu.

For medical emergencies call Campus Police at (412)-268-2323

E. Prevention & Safety Tips

Per the CMU Police Department's website:

- Stay alert to your surroundings at all times.
- Use the University Shuttle/Escort Service when possible (more information is available at: <https://www.cmu.edu/parking/shuttle/index.html>)
 - CMU Shuttle Service: Fixed route, fixed-stops transportation.
 - CMU Escort Service: Services the Squirrel Hill, Shadyside, and Oakland neighborhoods in the evenings and at nighttime, between 6:30 AM and 6:30 AM.
- 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 activity on campus to CMU Police at 412-268-2323, or off campus to the Pittsburgh Police at 911 as soon as possible.

F. Non-Emergency Issues

Students should report all non-emergency building issues (such as burned out lights, shortage of supplies, non-operational equipment, damage to furniture or fixtures, etc.) by

sending an email to ini-help@andrew.cmu.edu. This email account is monitored by several INI staff members and is the most efficient way to receive a response to your request.

Report non-emergency building issues to ini-help@andrew.cmu.edu

2. Building Access

A. Card Swipe Users

The INI building is a secure building. INI building access is managed through the central CMU card-swipe system and is restricted to INI students, faculty and staff. Students must swipe their valid and authorized CMU ID card at the card-readers located near the INI entrances on the Henry Street side.

Non-INI students who are registered for classes located at the DEC@Henry are authorized to access the Winthrop Level of the INI building during their class time only, by swiping their valid and authorized CMU ID card at the card-reader located at the Henry Street lower-level entrance or the Winthrop Street entrance.

When entering the INI building, students should make sure that the door locks behind them to prevent unauthorized people from entering the building.

Students may not congregate near INI entrances and lobbies on the First Floor and Winthrop Level.

For issues with your CMU ID card and accessing the INI building, please email: ini-help@andrew.cmu.edu.

Additional information regarding CMU ID cards is available at <http://www.cmu.edu/idplus/>.

B. Visitors & Guests

Anyone who does not have swipe access to the INI building is a visitor/guest.

Students are permitted to have guests in the building and must meet them at the Henry St. main entrance to let them in. The INI Front Desk will not let in guests for students. Students are considered responsible for their guests.

Student Teaching Assistants (TA) holding office hours for non-INI students at the INI building need to communicate with the INI Front Desk to make arrangements for visitors.

Students should not let anyone they do not know into the building. The INI Front Desk will handle visitors who are not guests of INI students.

3. Building Alarm

The building has an alarm system, which will sound if an exterior door is held open for a

sustained period of time (~ 1 minute) or if an emergency door is opened. Please do not hold any exterior doors open, and do not use the emergency exits, except during emergency evacuation.

If an alarm is activated, an outside security firm, Guardian Protection will be notified, and CMU Police will be contacted to assess the situation. Students are not authorized to touch the alarm keypads.

4. Video Surveillance

For security purposes, video surveillance cameras are in use on the INI premises, and the CMU Police works with the INI to monitor the safety of the building. To protect personal privacy, video footage is accessed only when an incident occurs, and a police report is filed.

5. Police Patrols

The Campus Police patrol the INI building daily.

D. INI BUILDING CODE OF CONDUCT

1. Expected Behavior

The INI building is a professional space to provide a safe and quiet environment for students, staff and faculty to study and work. Since the INI building is a shared space, all users are responsible for showing courtesy and respect.

INI students are expected to do the following when in the INI building/spaces:

- Appear and behave professionally
- Keep noise levels to a minimum
- Clean up after themselves
- Keep food/beverages in the kitchen area only
- Show courtesy to others
- Report any non-emergency issues to: ini-help@andrew.cmu.edu

Students (not the cleaning staff) are responsible for cleaning up after themselves at all times as follows:

- Throw away your trash in designated waste and recycle bins
- Wipe off high-touch surfaces (e.g. appliances, kitchen tables and countertops, etc.) before and after use with provided supplies
- Clean up spills
- Wash your dirty dishes.
- Keep space, furniture, fixtures, appliances, and equipment provided on the INI Student Floor clean

The cleaning staff does not regularly clean the dry erase/chalkboards; however, the INI may have these surfaces cleaned when needed. If you want your work to be saved, please

specify, “do not erase.” Please be courteous of others’ work on the boards.

2. Prohibited Behavior

INI students are not permitted to do the following in the INI building/spaces:

- Eat and drink in the INI DEC@CIC and the INI DEC@Henry, except during INI-sponsored events where food and beverages are served
- Leave personal items unattended/unlocked. Unattended items may be thrown away
- Leave dishes in the sink
- Sleep
- Hold events that are not sponsored by the INI
- Play sports
- Modify or tamper with the lights, kitchen appliances, wiring, etc.
- Damage any part of the space
- Possess the following items:
 - Alcoholic beverages (except when served at an INI-sponsored event)
 - Appliances (including, but not limited to: personal refrigerators, toaster ovens, hot plates, hot pots, electric kettles, rice cookers, space heaters, air conditioners, etc.)
 - Pillows, blankets, sleeping bags, etc.
 - Any item that constitutes a health or safety hazard.

The university’s social host policy governs all university social activities on and off campus at which alcoholic beverages will be served.

CMU social host policy: <https://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html>

E. INI STUDENT FLOOR AMENITIES

1. Kitchen Area

Students eating in the INI building must do so in the student kitchen area of the INI Student Floor.

A. Food Storage & Disposal

All food needs to be individually wrapped and should not be openly shared.

The refrigerator and freezer on the INI Student Floor are available for student use. You must label your personal food items with your name and the date using the orange labels provided on the refrigerator.

Please make sure to use the cleaning supplies provided to disinfect any shared equipment before and after use.

2. Quiet Study Area

The Quiet Study Area (Room 207) on the INI Student Floor is reserved for students who want to study individually and quietly. Please respect your classmates by keeping this space quiet. All seats in the Quiet Study Area are on a first come, first served basis.

A. INI Library

The INI Library is located inside the Quiet Study Area. Students are welcome to utilize the magazines and books available in the library, but please do not remove them from the INI Student Floor.

Several copies of *Cracking the Coding Interview* are available to borrow at the INI Front Desk. A student can sign out a copy for 3 weeks at a time and can renew it if there are copies still available. Email ini-help@andrew.cmu.edu if you would like to check out a copy.

3. Interview Rooms

The INI Interview Rooms (Rooms 201 and 202) on the INI Student Floor are available for students to use for phone/video interviews and other career services-related activities. Each room has a capacity of 4 people and does not have Video Teleconference (VTC) capability.

Students must reserve these rooms before occupying them. The room reservation process can be found online at <https://www.cmu.edu/ini/about/roomreservations.html>.

To reserve a room: <https://www.cmu.edu/ini/about/roomreservations.html>.

4. Project Room

The INI Project Room (Room 205) on the INI Student Floor is available for group project meetings, Teaching Assistant office hours, and other group activities. The room has a capacity of 16 people and has full Video Teleconference (VTC) capability. Instructions for using the technology are provided in the room. If you need assistance with the technology, please send an email to ini-help@andrew.cmu.edu.

Students must reserve this room before occupying it. The room reservation process can be found online at <https://www.cmu.edu/ini/about/roomreservations.html>.

Please make sure to use the cleaning supplies provided to disinfect any shared equipment before and after use.

To reserve a room: <https://www.cmu.edu/ini/about/roomreservations.html>.

5. Media Center

Students are welcome to use the media center. An Xbox is available for student use. Personal gaming consoles should not be left in the area when not in use.

Please make sure to use the cleaning supplies provided to disinfect any shared equipment before and after use.

6. Lactation Room

The Lactation Room (Room 213) on the INI Student Floor serves both the INI and CMU communities. Users must request card swipe access to this space by following the guidelines as outlined by the University at <https://www.cmu.edu/hr/work-life/life-experiences/pregnancy/lactation/>.

7. Lockers

Lockers are located on the INI Student Floor and are available for student use on a first come, first served basis. Students who want to use a locker must follow the INI locker process and comply with the INI Locker Policy below.

B. INI Locker Process

Locker Registration

Before claiming a locker, students must register for the locker in person at the INI Front Desk. Locker registration hours will be communicated to students via email/Slack. When registering for a locker, the student will be given the combination for the provided lock assigned to his/her locker. Lockers are registered until the end of the semester.

Locker Return

Students are responsible for checking their Andrew emails for communications regarding locker deadlines. Students must empty their lockers at the end of each semester and lock the INI provided lock on the locker by the communicated deadline. Any items left behind in the lockers will be discarded, and the student's account will be charged. All lockers will be cleaned at the end of each semester and will be available for registration again at the beginning of the next semester.

C. INI Locker Policy

By registering for a locker, students agree to comply with the INI Locker Policy as follows:

- You may not register for more than one locker
- You must use the assigned lock provided by the INI and keep your locker locked
- You may not store food or beverages in your locker
- You are financially responsible for any damage to the inside and/or outside of your locker and must alert an INI staff member immediately when damage occurs
- Failure to follow the locker return process will result in charges to your student account
- The INI is not liable for the security of students' property in the lockers

- The INI reserves the right to access the student lockers, if necessary

Violation of this policy will result in loss of locker privileges.

F. MISCELLANEOUS

1. Smoking

There is one designated smoking area outside the INI building, which is located to the left of the Henry St. main entrance. Cigarette butts must be extinguished and placed in the ashtray provided outside. Smoking is not permitted anywhere inside of the INI building or near the building entrances.

The university's smoking policy is available at <https://www.cmu.edu/policies/safety-and-security/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 <https://www.cmu.edu/hr/assets/benefits/tobacco-cessation-flyer.pdf>.

2. Parking

A. Vehicles

Parking spaces in the INI parking lot are reserved for staff, faculty and visitors with parking passes only. The CMU Parking Office enforces this policy 24 hours a day, 7 days per week. Any violators will be ticketed and/or towed.

Students who want to park their personal vehicles near the INI building may use the metered parking on South Craig St. and surrounding side streets or the Dithridge Garage. Rates and alternate CMU parking locations are available at <https://www.cmu.edu/parking/about/index.html>.

B. Bicycles

Bicycles must be parked and locked on the bicycle rack located outside of the Henry St. main entrance. Bicycles are not permitted inside the building. Any bicycles found in the building will be removed.

The Carnegie Mellon University Police department offers free bicycle registration online: <https://www.cmu.edu/police/Programs%20and%20Services/bicycle-registration.html>

3. Personal Mail

Students must have their personal mail sent to their home addresses. The INI will not accept deliveries of any personal mail and packages addressed to students at the INI building.

All Carnegie Mellon University students are eligible to rent a mailbox at the CMU Post Office at the Cohen University Center (CUC). More information about how to rent a mailbox is available at: <https://www.cmu.edu/postoffice/products-services/smc-rentals/index.html>.

If you have any questions about this policy or the INI building and facilities, contact us at ini-help@andrew.cmu.edu.