

HOLIDAY BREAK REMINDERS

Before you leave

- **Close all windows** to conserve energy and prevent freezing of pipes.
- **Lock all doors and windows** to ensure the security of McGill property and your personal belongings.
- Lock away all valuables in a desk drawer or cabinet (e.g., laptops, cameras, petty cash box, video recorders).
- **Shut down or unplug all office computer equipment, lights and other non-essential electrical appliances** (e.g. portable fans, coffee makers, kettles and other heat producing appliances) to conserve energy and prevent fires.

Building access

- During silent hours, everyone is required to produce, upon request by a security agent, a valid McGill Identification Card.
- Do not lend your McGill ID card with access rights to anyone during your absence. It is both a contravention of University policy and a serious security breach.
- Remind your contacts about reduced staff and access; Security Services cannot provide access for deliveries.
- **No one is allowed to work alone in the lab.**

Unattended experiments

- Whenever apparatus requires circulating water, ensure that all hoses are in good condition and securely clamped at both the inlet and the drain, and that the flow is adjusted to the minimum required. All possible obstructions of the drains should be removed. In the past, the University has spent many thousands of dollars on repairing damages resulting from careless practices involving circulating water.
- If you are an emergency contact for a building or a laboratory and will be unreachable over the holiday period, arrange for an alternate person to replace you. Update your contact list and advise Security Services and the Building Director.

Disconnect unneeded electrical equipment

- Normally, all electrical equipment should be disconnected during the holiday period.
- Provide your Building Director with a list of electrical equipment that must be left with the power on during the holidays. He/she will in turn inform Security Services.
- Equipment involving heating should be fully inspected to ensure that temperature-regulating and overheating-protection devices are functioning properly.

Hazardous material

Hazards associated with flammable solvents and other materials in laboratories should be reduced to an absolute minimum.

- Place all flammable solvents in flammable liquid storage cabinets or in a chemical storage room.
- Contact Hazardous Waste Management at local 5066 to dispose of all waste or surplus lab chemicals, biomedical and radioactive waste.
- Return all unused compressed gas cylinders to their suppliers.
- Ensure that all valves for natural gas or any other gases are closed.
- Report any natural gas odours to Security at 3000 (downtown Campus).

Security

The holiday season is a period when everyone must be more vigilant with respect to safety and security measures. Everyone entering buildings during the silent hours should be observant for any abnormalities and report them to Security

For all emergencies, call 911.

Please note that if you dial 911 (or 9911) from a McGill phone you will be simultaneously connected with Security.

If you use a cell phone to call 911, Security will not be automatically notified of an emergency. Therefore, in this instance, please also call Security at the numbers shown below

- **For Security, call 3000** (downtown Campus)
- **For building-related problems** (e.g. heating, water, air quality issues) during the holiday break, **call 4556** (downtown Campus).

Jean-Marc Gauthier
Building Director - Chemistry
Director of Undergraduate Chemistry Laboratories



Department of Chemistry
801, Sherbrooke west
Montréal, Qc, H3A 0B8
514.398.6180