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*[ Template Version – 030513 ]*

1. Overview
	* + 1. Document Intent

The intent of the Building Operational Plan is to outline the general operational program for the building’s key functions including security, maintenance, housekeeping, conference services, food services, and other building functions during normal and after-hours operations. The Building Operational Plan also describes special operations during emergency or disaster events.

This document is structured as a “template” that is intended to be revised, updated and completed throughout a project’s design phase, as the facility program and operational requirements are further defined. For new facilities, MD Anderson project stakeholders will edit this document with project-specific requirements. Professional architectural / engineering firms who are contracted to provide design services for MD Anderson building construction and renovation projects will contribute to the document and will also benefit from information contained within the document..

The Building Operational Plan combined with the Design Intent Document, prepared by the original building architectural / engineering team, will ultimately provide both functional and design-related parameters that will continue to be updated as the building function and/or potential usage is altered in the future.

The MD Anderson building property manager will be responsible for the management of this document.

NOTE: This document should be complete to the extent known at each time of revision. In the event that quantities are yet unknown, the owner can indicate the need for a particular operation and the specifics may be added as the design progresses. Any template item that is not known to impact the subject building, should be deleted or can be preserved by converting to hidden text to remove from view.

* + - 1. Document Stakeholders <edit update or remove as necessary>

Operations and Maintenance

Research Education and Facilities

Associate Vice President – David Bammerlin

Laboratory Planning – Kim Dulski, Jeff Ellard

Operations and Maintenance – Mike Green

Veterinary Medicine – Stacy LeBlanc

Patient Care and Prevention Facilities

Associate Vice President – Tim Peglow

Clinical Operations – Pam Redden

Operations and Maintenance – Robert Ray, Bill Hitzhusen

Administrative Facilities and Campus Operations

Executive Director - Karen Mooney

Operations and Maintenance – Stuart Bernau

Environmental Health and Safety (EH&S) - Jim Mathis

Facilities Administration – Rodney Beseda

Facilities Administration/BAS/High Voltage – Pouyan Layegh

Campus Operations – Jim Power

Campus Operations/Parking – Neil Hart

Materials Management – Byron Main, Rachel Leal

Food Services – Mary Ferguson

Conference Services – Brian Grove

University of Texas Police Department (UTPD) – Capt <Insert Name>, Region <insert>,< Insert Phone Number>

Network Services – Long Pham

* + - 1. Building Occupants

<insert known department list. (List only, program not within the scope of this document)>

1. building contacts
	* + 1. Important numbers

<provide emergency numbers that a building occupant, operator, or vendor would need>

Emergency

All “medical” emergencies will call 911.

<include Merit Team and Code Blue Team for clinical operations>

For Police Emergencies call 911.

For building, mechanical, or utility emergencies call 713-563-5000 (x-3500)

Building Service Requests

Call 713-563-5000 (x-3500) during all hours

<can add in other numbers here; like for EH&S, etc.>

UTPD – non-emergency calls 713-792-2890

* + - 1. building management contacts

<Explain how the building is managed – high level narrative of who does what>

Key building management contacts are provided below:

| **Name** | **Position** | **Phone Number** |
| --- | --- | --- |
|  |  |  |
|  | Building Property Manager |  |
|  |  |  |
|  | Facilities Customer Advocate |  |
|  |  |  |
|  | Building Administrator |  |
|  |  |  |
|  | UTPD Captain |  |
|  |  |  |
|  | UTPD Facility Security Manger/Police Liaison |  |
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* + - 1. master agreements

The following master agreements for service and maintenance are in place:

Note: Provide a known, complete list of Master Agreements, or if known, list master agreements expected to be in place during the design phase

Water treatment <insert contact information – typical of all>

HVAC air filters

Drinking water

<Others>

1. operating hours
	* + 1. general operating hours

Monday through Friday; 6:00 AM to 6:00 PM <confirm hours; differs building by building>

Saturday; <TBD, list if known>

Sunday; <TBD, list if known>

* + - 1. departmental operating hours

Operating hours by departmental function are listed below:

| **Department** | **Hours** | **Days of the Week** |
| --- | --- | --- |
| **Conference Support Services** | 7:00 AM to 6:00 PM | M-F (weekends as needed) |
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1. site
	* + 1. exterior amenities

Coordinate all exterior work with Texas Medical Center (TMC) guidelines. TMC guidelines can be found at <xxx>.

Outdoor courtyards/outdoor dining seating areas – list any known special access needs or considerations (housekeeping, trash, gates (locks).

<Coordinate all exterior work with current building’s property management standards for leased space as required.>

* + - 1. grounds and landscaping

Coordinate all landscaping work based on MD Anderson’s Design Guidelines <insert most current reference here>

Note: Do no provide landscaping design intent or design layout. This section is only intended to indicate the existence of a landscaping element and any known operational components.

1. parking and transportation
	* + 1. Traffic flow plan

Impact of this building to the campus master plan and adjacent facilities. <Reference any traffic studies done on surrounding projects>

* + - 1. parking

General Information

The MD Anderson-built Garage <?? > will be connected to <Building Name> building by a crosswalk on Level <2>. The monthly parking rate for the garage can be found on the MD Anderson parking web page. http://inside.mdanderson.org/departments/facilities/getting-around/parking.html

The Parking Office will work with employees/individual parkers regarding their parking options and charges. For further details and logistics, contact the Parking Office.

Visitor parking will be available <in the garage>. Please see the MD Anderson parking web site for further information. http://www.mdanderson.org/patient-and-cancer-information/guide-to-md-anderson/getting-here/parking-and-transportation.html.

Contact the Parking Office at 3-PARK (713-563-7275) or via e-mail at parking@mdanderson.org with questions about rates and parking options.

<Identify any reserved spaces, ticket and tow practices, etc.>

Patients and Visitors

There will be <or will not be> spaces for visitor parking on site. <Visitors/Patients> will be required to park in the <adjacent garage or list garage name> and enter the building through the <front doors on Level 1 or insert correct location.>

<Validate as correct>: All visitors are required to sign in at the lobby security desk

Vendor parking shall be located <garage, back dock, or list other>

List any other special considerations for patient discharge (if applicable).

Staff

Parking is available at the <TBD> ,staff should call (713) 563-PARK for more information.

Toilet room for the parking office staff is located <insert location>.

Contractors

Contractor parking is available at the <Brown lot or identify other>. Reference www.tmcparking.org for more information on parking at the Texas Medical Center. The contractor will be responsible for transportation of employees to/from their designated parking location.

Motorcycle and Moped Parking

<If known, validate as correct. If not known, please indicate that this space will need to be considered.> Space in each garage shall be reserved for motorcycle and moped parking.

Institutional Reserved Parking

Only Institutional vehicles with logos and police vehicles will be permitted to park in designated reserved parking. Employees on institutional business driving personal vehicles are not permitted to park in these spaces and are subject to ticketing and/or towing at the property managers discretion.

<If known, list quantity of spaces requested, not designed. If not know then indicate the future need for a quantity>

Electrical Car Charging stations <if applicable>

Crosswalks and Sky-bridges <add additional information as needed and if applicable>

* + - 1. passenger pick up / drop off

Passenger drop off will be <TBD>

* + - 1. Valet services

Valet Services are <not> available

<Valet services have a separate entrance/exit from the garage from contract and visitor parking.>

Location of valet services to valet cashier functions (?).

* + - 1. shuttles

< Shuttle service will drop off / pick up during normal operating hours at the front drive of the building. Special requests can be made by calling (713) 792-2338.

Visit the Shuttles website for details and current information about shuttle routes: <http://inside.mdanderson.org/departments/facilities/getting-around/shuttles.html>

Shuttle drives/drop off locations shall be wide enough for two shuttle busses to pass side by side. <Subject to design constraints>

<Validate as required: A monitor tracking the shuttle routes and schedules will be located in the building lobby>

* + - 1. SECURITY

<Validate as required: Cameras are placed at all entrances and exits of the garage for monitoring at the Hermann Pressler garage and monitoring services.>

The building will require fixed security posts and rovers:

<Validate the need for fixed posts. Quantity to be determined during design phase> Yes/No

This building is in UT Police Region (1 or 2) and is in UT Police Beat (10,11,12,13,20,21,22,23,24, 25,26,27).

* + - 1. Instutional vehicle parking

<Validate the need for this parking. Quantity to be determined during design phase> Yes/No>

* + - 1. Storage

The parking structure will require storage space for valet keys, storage of supplies and/or IT equipment. <Validate Yes/No>

1. safety and security
	* + 1. general building access and security

UTPD provides law enforcement, security, and community services to the MD Anderson Cancer Center Houston facilities. <UTPD will staff a security / information desk in the front entrance lobby.> <Validate as Yes/No>

Only MD Anderson credentialed employees and faculty are authorized for entrance to <TBD- validate as Yes/No>. There will be <no> general public access to the <Building Name>. (NOTE: For visitor access to conferences refer to section 8.02).

Building access will be limited to MD Anderson personnel designated to work in the facility and badged faculty and staff. Access to specific departmental areas will be restricted to personnel authorized by specific departments, as noted in Part 8 of this document. <Validate as Yes/No>

Front Entrance Lobby

The front entrance lobby will be open during regular operating hours. Only MD Anderson credentialed persons will be allowed to enter the building (see “Conference Services” below) <Validate as Yes/No>

After-hours access will be restricted to individuals authorized to work in <Building Name> via the badge card reader. <Validate as Yes/No>

Elevators

General elevator access will be allowed on <TBD- list days/times here>.

Restricted access to floors with elevator badge reader <TBD- If known, list departments or areas requiring restricted access, to be validated during the design phase>

The freight elevators will be restricted by card reader access only <TBD- list known floors affected, to be validated during the design phase> to individuals authorized by O&M to use the freight elevators.

Size Limit of Freight Elevator is <If known, list minimum sizes with an indication for design process to validate and finalize>

The Freight elevators will require card reader access to <TBD- list known floors, to be validated during design phase>

<Staff elevators>

Stairwells

Stairwell doors at discharge will be exit only equipped with 15 second time delay electronic locking hardware (delayed egress). <Verified and dictated by design constraints>

Stairwell doors on each floor will be under card reader access for re-entry on 24/7 basis. <TBD Re-entry> are planned to be floors designated for manual re-entry and will be equipped with SAT phones for communication with UTPD. All interior stair doors to corridor areas will be fail safe operation <TBD- verified and dictated by design constraints>.

NOTE: There may be some exceptions where certain stairwell doors would be best not to unlock on fire alarm. EH&S will review and advise. <To be validated during the design process>

 Configuration will be compliant with current or specified NFPA requirements <List current NFPA Release- Design Team to validate correctness with owner during design>.

The stairwells will be exit only at the first floor (ground level). <To be validated during the design process as Yes/No>

Shell Space <TBD>

Access to shell space will be restricted with key locks on the access doors. <To be validated as Yes/No during the design process>

Penthouse

Access to the penthouse level mechanical/electrical rooms will be restricted via the card readers on the freight elevators to authorized personal only. Access will be restricted to O&M designated personnel only. <To be validated as Yes/No>

Roof

Access will be through the <man doors and/or ladder/roof hatch> in the Penthouse. Re-entry to the Penthouse off the roof will be unrestricted.

Doors through window panels for roof access on shall have key locks and alarms. Notify UTPD in the event the window panel will need to be opened to prevent false alarms. <To be validated as Yes/No>

After-hours and weekend conferences and meetings with outside personnel. In case of an afterhours conferences and/or meeting with outside personnel the expectation is as follows:

Meeting organizer will contact UT Police to unsecure entrances and man stated entrances at OT rates for guards, or Meeting organizer will notify UT Police about the event and will staff a greeter at the main entrance to the building to allow outside attendees access.

Meeting organizer will contact work control 3-5000 to report after-hours activities in the building and request proper lighting and environmental controls for the occupied areas.

* + - 1. badges

Personnel are required to wear their MD Anderson ID badge at all times.

Contractors may obtain contractor badges at <insert reference/web page>

<Visitor badges are <not> required and can be obtained from <location>.>

Temporary badges for freight elevator use <process to be identified>

* + - 1. video surveillance

Video Surveillance (If known, areas to be identified. Final locations to be identified during the design phase). Reference the specific mission areas for monitors required beyond this list.>

Video surveillance cameras will be provided at <Base building locations to be identified if known, > to be able to identify the person(s) and other key areas within the building. Video recording capabilities <To be designed to meet departmental needs. To be finalized during the design phase>

Video recording equipment will be located in the Main Distribution Room (MDR) on <TBD>. Remote monitoring stations will include: <To be validated during the design phase: Lobby Security desk, Police Command Center, Remote Command Center, UTPD Special Operations Center, Parking Services Monitoring Locations, and other maintenance and support locations consistent with UTPD practices. Departmental viewing capabilities will/will not be provided and <include the following>

Site – Pan/Tilt/Zoom cameras are placed where there is high volume of vehicular activity. <To be validated during the design phase>

Exit Doors - <Validate as Yes/No> Fixed cameras are placed where there are building exit doors.

Dock Areas – <Validate as Yes/No> Fixed cameras are placed to observe incoming and outgoing activity.

Building Interior – <Validate as Yes/No> Fixed cameras are placed inside elevator cabs, at elevator lobbies, at stairwell doors to observe access onto floors, and at other vertical circulation stair landings.

Blue Phones – <Validate as Yes/No> cameras will be placed in order that a clear line of site to any blue phones is available.

Cameras are monitored/viewed <Validate as to method known at time>

Remote Door Release Requirements

<Validate as Yes/No> Where a remote door release is provided, video cameras and local viewing capabilities will be used to validate request for entry. Remote door release functions require UTPD approval.

<Validate as Yes/No> <Clinical waiting areas shall have remote door release requirements>

<Validate as Yes/No> Off campus clinics shall have remote door release requirements.

* + - 1. RESTRICTED AREAS (WITH HIGH SECURITY) <INCLUDE AS APPLICABLE>

Pharmacy

Cash Handling

Morgue

Vivarium

Data Center

Irradiators

High Voltage Rooms

Other areas (review with UTPD)

NOTE: Special access arrangements will be developed and may also restrict access by Facilities, O&M, and EH&S as determined by those departments for safety, regulatory and institutional compliance purposes.

* + - 1. SPECIAL EVENTS

Reference Section 8 of this document for Conference Services.

1. environmental health and safety
	* + 1. Overview

The Environmental Health and Safety (EH&S) department is… (EH&S Goal/Mission statement)

 For questions, call 713-792-2888 and ask to talk with one of the EH&S subject experts below:

Orientation and general safety: <Enter current EH&S contact as provided>

Training: < Enter current EH&S contact as provided >

Department Emergency Plan assistance: < Enter current EH&S contact as provided >

* + - 1. fire alarms

Fire alarms will activate sound and visual alarms in spaces on the floor where the alarm is activated, and on the immediate floors above and below <Validate as Yes/No>.

Marshalling areas will be in designated area on <List levels and/or location>.

Fire Wardens <list current known >

Evacuation Maps/Locations <Provide location to be found or provide as attachment as known.>

* + - 1. General fire alarm response and evacuation plan

The following is a general overview of the evacuation and fire alarm response procedures for the Building.

<Provide when known, available or defined>

Do not re-enter the building until the Houston Fire Department or UTPD has given instructions that it is safe to return. <Validate as Yes/No>

* + - 1. Automated external defibrillator (AED) devices

Note: Automated External Defibrillators (AED) are defined as devices that automatically analyze heart rhythm and, if they detect a problem that may respond to an electrical shock, permit a shock to be delivered to restore a normal heart rhythm.

AED devices are placed throughout the Building in the common areas proximate to elevator banks. AEDs will be placed in the following areas:

AED’s will be located on floor <every other floor>.

The AED Devices are battery powered with an alert centrally connected to UTPD for a prompt response in case of emergency. <Validate as Yes/No>

AED Maintenance

When an AED device is used, contact Materials Management to have the pads and battery replaced. Clinical Engineering inspects all AEDs and changes the batteries and pads on a scheduled basis as part of its preventative maintenance program. <Validate as Yes/No>

For more information or to ask questions about AED devices, please call Clinical Engineering at 3-5000 (713-563-5000).

Training for AED Devices

Training is available for CPR-AED devices through the Life Support Training Center.

The course calendar and registration information are available on the Life Support Training Center website at www.mdanderson.org/lifesupporttraining.

At least one person on each Level, whether there is an AED device on the Level or not, should be trained on: <Validate as Yes/No>

The use of the device,

How to call for a medical emergency, and

How to contact Distribution Services for issues with the device.

For more information on training, visit the Life Support Training Center website.

The trained AED person for this area is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* + - 1. Fire Command Room

<Verify need for any operational data here, validate Yes/No if to be included>

1. building service operations
	* + 1. bicycle storage

The building features a bicycle storage room on Level 1. This storage room offers the following amenities: <Validate as Yes/No> if yes:

Rack space for <xx> bicycles

<xx> lockers for storage of personnel items

One men’s locker room and one women’s locker room with one lavatory and one shower each. <Validate as Yes/No, to be completed during the design phase>

Provide hasp on bicycle racks and lockers for user-provided padlock. <Validate as Yes/No>

No overnight storage of materials in the bicycle storage lockers is allowed. <Validate as Yes/No>

For more information visit <insert MD Anderson Bicycle Link>

Access to the bicycle storage and locker rooms will be controlled via a card reader. <Validate as Yes/No>

* + - 1. Conference Services

Note: For special events in the conference center, each department hosting an event must submit a special request to Conference Services and UTPD to allow access for non-MDA authorized persons to enter the building. Security/check-in desks will need to be staffed for the duration of the conference <at any entrance to be utilized during the conference>. A request will be required for an FTE to man both stations beyond normal hours.

In the event alcoholic beverages are served, proper documentation must be approved and on file with UTPD.

* + - 1. dock operations

Loading / Unloading Zone

Materials Management outside delivery plan <describe or sketch>

Internal deliveries of samples, documents, etc. <To be validated during the programming/ design phase>

Dock Drive Access

The dock traffic will travel in one direction, <Validate as Yes/No>

<Vehicle access to the dock will be thru the access controlled gate off <Validate as Yes/No>

An automatic gate will control access to the dock area. The gate will be monitored and controlled by UTPD. <Validate as Yes/No>

<A foot traffic gate will be put in place at either end of the dock drive for UTPD walk through and personnel as designated by O&M as required. Access will be controlled via a card reader.> <Validate as Yes/No>

Receiving Dock

Receiving will employ <TBD> FTE at building. The FTE will accept, process, and deliver all incoming shipments into <Building Name>, answer inquiries, and help resolve any issues that may arise. <To be validated during the programming/ design phase>

Delivery of material from the dock to the building will be through card reader door access. <Validate as Yes/No>

The delivery address for the <Building Name> for UPS (United Parcel Service), Federal Express, DHL and similar deliveries is:

DEPARTMENT NAME or EMPLOYEE NAME - ROOM NUMBER \_ \_ \_ \_

MD ANDERSON CANCER CENTER

<ADDRESS if known>

HOUSTON, TX 77030

UPS/Fed Ex/DHL Deliveries will be dropped at the dock and delivered by the Materials Management FTE assigned to the building. Validate as Yes/No>

For questions regarding deliveries to the <Building Name> Building, please contact:

Primary Contact Information

Rachel Leal Validate as Yes/No>

Manager, Materials Management Services

Telephone: 713-563-5689

Pager: 713

E-mail: releal@mdanerson.org Validate as Yes/No>

Alternate Contact Information

Materials Management Customer Service

Telephone: 713-563-5689 (3-5MMS)

Option: 2

<Building Name> receiving hours will be determined based on additional shipment information for this building (i.e. delivery hours of research animals, etc.). Hours of operation will be: <M – F 7:00 AM – 3:45 PM or dependent on tenant’s operational needs.> Validate as Yes/No or modify time frame>

Morning hours will be devoted to accepting transfer of custody from carriers and processing shipments and afternoons will be devoted to delivery of processed shipments. Shipments will be accepted from opening time (based on what is established) to 12:00 p.m. and signage indicating shipment hours will be posted at the dock. Validate time frame>

Dock Parking

A designated area near the dock will be for deliveries requiring sign in at the receiving dock office or front entrance for after hours deliveries. <time limit> Ticketing and/or towing of unauthorized vehicles will occur at the dock manager’s discretion. Validate as Yes/No>

* + - 1. deliveries

General Deliveries

Couriers delivering items to <building name> such as documents, inter-office packages, flowers, etc. will park <TBD> and deliver <TBD>. Deliveries must be picked up by building occupants at the time of delivery. Unescorted deliveries will not be allowed outside of the Level one lobby area. Validate as Yes/No>

Office supplies are delivered under contract and a contractor badge will be issued to the delivering contractor. Deliveries will take place at the dock and be distributed via the freight elevators to Levels <X through X <TBD>.

United Parcel Services (UPS) Drop Box

A UPS pick up location will be designated in the first Level mailroom on the public side. Validate as Yes/No>

UPS will park on the dock and drop off deliveries at the dock where Materials Management will sign for, and distribute to the building. <UPS will not access the upper floors of the building at any time. <Validate as Yes/No>

Black Box Locations

Black boxes will be located at the public side of the mail room in the <Building Name>. Drop off can be made 24 / 7 and collections are Monday through Friday, with target times at 10 AM and 2 PM. <Validate as Yes/No>

Hazardous Materials <Include delivery plan when known, indicate Yes/No to be included>

Brinks / Money Truck <Include delivery plan when known, indicate Yes/No to be included>

* + - 1. food / Dining Services

Outdoor seating areas / open to public <Validate as Yes/No>

Third Party Vendors and use by public. <Include operation plan or instructions when known. Indicate Yes/No to be included>

Dining services deliveries. <Include operation plan or instructions when known. Indicate Yes/No to be included>

Special Event catering functions to assembly rooms. <Include operation plan or instructions when known. Indicate Yes/No to be included>

* + - 1. housekeeping

MD Anderson will provide housekeeping services to <building name>. A cleaning schedule will be established with services to occur following after normal operating hours, from Monday to Friday and as requested. <Validate as Yes/No include operational hours when known>

Cleaning of public and high traffic areas, Spill clean-up, Mop Head, Biohazard box and Sharp Container request Schedule: Sunday – Saturday 8:00 AM to 5:00 PM <Validate as Yes/No>

Detail cleaning of areas that include trash removal, vacuuming and any type of Level work schedule: Monday – Friday 5:00 PM – 1:30 AM <Validate as Yes/No>

Call REF-Dispatch at 713 563-3333 to submit a work order <Validate as Yes/No>

For additional support contact (delete contacts not related to the building function)

<Insert Name when known>, REF Environmental Service Manager, at 713-xxx-xxxx. <revise for building>

<Insert Name when known>, PCPC Environmental Service Manager at 713-xxx-xxxx

<Insert Name when known>,, AFCO Environmental Service Manager at 713-xxx-xxxx

For additional information reference the Environmental Services Building Operations Manual.

 A time clock for the Kronos timekeeping system will be located near the O&M/Housekeeping offices and break room <TBD> for staff that is unable to clock-in via computer. <Validate as Yes/No>

The O&M/Housekeeping male and female locker rooms will be located on <TBD>. Individuals will supply their own locks. <Validate as Yes/No>

* + - 1. mail services

Mail Services will be located on the first Level <confirm building location for Mail Services since not all buildings have a mail room>. The mailing address for USPS (United States Postal Service) mail and packages is:

Include all known contact information based on department list provided in Section #1.03. To be completed during the programming/design/activation phases:

DEPARTMENT NAME or EMPLOYEE NAME - UNIT NUMBER \_ \_ \_ \_

MD ANDERSON CANCER CENTER

PO BOX 301402

HOUSTON, TX 77230-1402

Primary Contact Information

Amy Mederos

Supervisor, Mail Services

Telephone: 713-745-0114

E-mail: amederos@mdanderson.org

Alternate Contact Information

Carole Rogers

Customer Advocate, Mail Services

Telephone: 713-563-1161

E-mail: carogers@mdanderson.org

* + - 1. operations and maintenance

Site <utility entrance>

Equipment Rooms

Access to mechanical and electrical equipment rooms will be restricted to <provide M DA O&M contact info> designated personnel only.

Access to the mechanical equipment rooms will be via <card readers / keyed locks TBD>.

Access to high voltage electrical equipment rooms will be via card readers only for personnel as designated by building management. <Validate as Yes/No>

Access to electrical low voltage equipment rooms will be via key locks. <Validate as Yes/No>

Access to the Penthouse mechanical rooms will be restricted via card readers on the freight elevators to authorized personnel only. Access through the stair wells will also require card reader permissions. Access will be restricted to O&M designated personnel only. <Validate as Yes/No>

Center Point Energy (CNP) Vault

The CNP vault locks are controlled by Center Point. MD Anderson will request the CNP contact O&M prior to accessing the vault. <Validate as Yes/No>

A security alarm switch will be placed on the access doors. <Validate as Yes/No>

Thermal Energy Corporation (TECO)

To access the TECO meter, TECO will be required to coordinate access through the main building entrance with O&M. <Validate as Yes/No>

Roof

Access will be through the man doors in the Penthouse. Re-entry to the penthouse off the roof will be unrestricted. <Validate as Yes/No>

Keyed Locks <TBD>: <A key lock box will be located in the property manager’s office>

Badge readers will control access to the Environmental Services and O&M offices and work spaces. <Validate as applicable>

Individual offices will have key locks and open office cubicles will have lockable storage. <Validate as Yes/No>

* + - 1. retail shops

<Verify need for any operational data here, validate Yes/No if to be included>

* + - 1. telecommunications

Access to security and telecommunication spaces will be limited to those persons authorized for access by UTPD and Network Services.

Wireless access. <Verify need for any operational data here, validate Yes/No if to be included>

* + - 1. trash / recycling

<Verify need for any operational data here, validate Yes/No if to be included>

Key locks will control access to EH&S Controlled Spaces <If Needed>.

Biohazard Waste Holding <Validate as Yes/No>

Hazardous Waste Holding <Validate as Yes/No>

Universal Waste Holding <Validate as Yes/No>

Radioactive Waste Holding <Validate as Yes/No>

Recycle Removal <Verify need for any operational data here, validate Yes/No if to be included>

1. departmental operations
	* + 1. Common Areas

<Verify need for any operational data in Part 9.01, validate Yes/No for any/all if to be included. Not necessary to provide programming/design or activation data>

Break rooms / Lounges

Data Center Operations

Lockers / Showers

Office Areas

Toilet Rooms

Working Mothers Rooms

* + - 1. patient care operations

<Verify need for any operational data in Part 9.02, validate Yes/No for any/all if to be included. Not necessary to provide programming/design or activation data>

General information on regulatory agencies, Joint Commission….

Anesthesiology

 Outpatient Clinics

Diagnostic Imaging

Emergency Center

Inpatient floors

Medical Laboratories

Pathology

Perioperative Medicine

Pharmacy

Radiation Oncology

Sterile Processing

Surgery

Waiting Rooms

Children’s Cancer Hospital

Visitor Badging process at entrance

Special Security requirements for patient floors

Family Patient Showers/Sleep Rooms

Isolation Rooms

ICU’s

G12 Leukemia – specialty care unit

* + - 1. research operations

<Verify need for any operational data in Part 9.02, validate Yes/No for any/all. If to be included. Not necessary to provide programming/design or activation data>

General information on regulatory agencies, ALAC….

Controlled Environmental Rooms

Glass Wash

Access to the glass wash room will be restricted to individuals authorized by building management.

Research Laboratories

Access

Access to the laboratory floors <TBD> will be via the badge card reader on the elevators. <Validate as Yes/No>

Card reader access to the laboratory spaces on each individual Level will be restricted to department designated personnel. <Validate as Yes/No>

Direct access to the laboratory spaces will be via the badge card reader at each laboratory door. Access will be limited to MD Anderson personnel designated to work in the facility and those designated by various support service groups. <Validate as Yes/No>

Access to biohazard spaces through the stair wells will not be allowed. <Validate as Yes/No>

Visitor access will be through the <main lobby entry doors/TBD> during normal working hours. Each department will be responsible for escorting visitors <after check in at the Level 1 security desk>. <Validate as Yes/No>

Operations

All laboratory operations are Biological Safety Level <TBD>. <Validate and list each type/ location when known.>

A locker space and laboratory coat room will be located in each laboratory area. Staff will provide their own locks for the lockers. <Validate as Yes/No>

Laundry service in/out <TBD> <Validate and list each type/ location when known.>

Chemical Levels <Building Specific>

Storage (Classification?). <Validate and list each type/ location when known.>

Transportation: EH&S <Validate as Yes/No>

Waste storage/removal: TBD by EH&S. <Validate as Yes/No>

Spill Response: EH&S: 2-2288

Radioisotope Materials <TBD> <Validate and list each type/ location when known.>

Liquid Nitrogen Freezer Room <Validate as Yes/No>

Veterinary Medicine and Surgery <Validate as Yes/No>

Access <Validate as Yes/No>

Vivarium Floor Control: <Detail control to access to a vivarium space if one exists. >

Badge readers will control access to the Veterinary Medicine Spaces (animal staging, refrigerators, animal waste). Access will be restricted to Veterinary Medicine designated personnel only.

Access from stairwells into veterinary medicine spaces will not be allowed.

Access to the animal holding room will be restricted to individuals authorized by Veterinary Medicine. Video monitoring is required in the animal holding room.

Operations <Validate as Yes/No>

Animal handling and disposal will be performed in accordance with the procedures outlined by Veterinary Medicine and Surgery. A copy of this manual can be obtained by contacting <TBD>.

Outline requirements for a separate materials handling and delivery space as needed (stand alone vivarium dock separate from main dock?).

Waste removal <TBD>

Animal Delivery <Validate as Yes/No>

Animal delivery will be arranged by contacting Veterinary Medicine and Surgery. Contact <TBD>

Animals will be delivered via the dock. <Temporary parking will be available off the back dock. Deliveries will be made to the animal holding room on Level X.>

1. environmental controls and performance
	* + 1. building energy goals

Building Energy Goals; (list energy goals for facility)

Demand based ventilation systems <TBD>

* + - 1. temperature controls

Note: After Substantial Completion, this document will be updated with the HVAC control conditions as designed and installed for specific types of occupancies within this building so that future projects will know the design parameters used for the facility.

 <The following are placeholders for future description of operation>

Office <Validate as Yes/No>

HVAC will be controlled to the ventilation requirements as outlined in the design guidelines.

Clinical <Validate as Yes/No>

Clinical laboratory HVAC will be controlled to the ventilation requirements as outlined in the design guidelines.

Laboratory <Validate as Yes/No>

Laboratory HVAC will be controlled to the ventilation requirements as outlined in the design guidelines.

Patient Care <Validate as Yes/No>

Patient Care HVAC will be controlled to the ventilation requirement as outlined int eh MD Anderson design guidelines.

* + - 1. lighting controls

In general, lighting levels and controls for specific types of occupancies within this building will be designed and installed in accordance with the Design Guidelines.

Design and commissioning of the lighting systems will be part of the commissioning plan for the facility.

After substantial completion, this document will be updated with the lighting design and control conditions as installed for this building so that future projects will know the design parameters used for the facility.

Building automation system (BAS) / lighting interface <Validate as Yes/No>

Roof lighting <describe operation> <Validate as Yes/No>

<Helipad lighting for FAA requirements> <Validate as Yes/No>

1. emergency operations
	* + 1. general

Note: Verify Emergency Power requirements from design guidelines. After substantial completion, this document will be updated with the Emergency Power conditions as designed and installed for this building so that future projects will know the design parameters used for the facility.

Determine if the facility will participate in the ERCOT load shedding program (and list requirements here)?

* + - 1. emergency power <Validate as Yes/No>
			2. load shedding

Determine if the emergency generator system will require load shedding in the event of an extended power outage.

* + - 1. hurricane and level 3 incidents

Determine building emergency response classification prior to completing this section.

List Requirement for Command Center (if needed in this facility) <Validate as Yes/No>

Power

Data

Emergency power

HVAC

Water supply

Toilet room

REF Facility Requirements <Validate as Yes/No>

Patient Care Facility Requirements <Validate as Yes/No>

AFCO Facility Requirements <Validate as Yes/No>

* + - 1. special operating conditions

Animal Rights Month(s): The ASPCA (American Society for the Prevention of Cruelty to Animals) has announced that April is Prevention of Animal Cruelty Month. Operations during Heightened Level of Security (Sequence of Operations – Security)

<Other Emergency Conditions>

1. wayfinding and signage
	* + 1. Exterior signage

Building identification <Validate as Yes/No>

Monument <Validate as Yes/No>

Honorific <Validate as Yes/No>

Smoking provisions <Validate as Yes/No>

No trespassing <Validate as Yes/No>

* + - 1. interior signage

Toilet rooms <Validate as Yes/No>

Vending machines <Validate as Yes/No>

Authorized personnel only <Validate as Yes/No>

Elevator signage for card reader only access to Levels <X through X>

Others as determined to meet institutional standards for Wayfinding.

Emergency lighting <Validate as Yes/No>

* + - 1. wayfinding

<Verify need for any operational data in Part 12.03.If to be included. Not necessary to provide programming/design or activation data>

1. appendix
	* + 1. Checklist

Normal Operational Hours?

How is the building accessed during normal hours?

How is the building accessed during off hours?

How will visitors access the building?

What areas/assets need special security?

Is there a conference area that will have outside visitors during off hours?

How will public/common areas be secured? (Elevator lobbies, Stairs)

How will materials/products be delivered to the building?

How will materials be distributed throughout the building?

How will non-dock deliveries be processed (Flowers, gifts, food, etc.)?

How will vehicles access the site?

Staffing Requirements:

Security

Materials Management

Operations and Maintenance

Housekeeping

Is there a pedestrian bridge between the building and a parking garage or another building?

If Yes; How will access be controlled between the buildings/garage.

Is this a ride out facility for Hurricane or Level 3 Incidents

If Yes; Has a ride out plan been completed?

Will there be secured bicycle storage inside the building?

Has Wayfinding been consulted for sign requirements?

Have all the users reviewed and agreed to this operational plan?

How are laboratory areas secured?

Will the facility have animals or need animal storage and disposal?

If Yes have the needs for animal storage and security been addressed?

If Yes, have the needs for security for animal storage been addressed?

Describe Mission Area Specific Check List Items

For Patient Care operations, which services will require emergency power for emergency operations?

* + - 1. <Links to other Documents…Design Intent, etc.>
			2. document revision history

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Date | Revision Description | Revisor |
|  |  |  |  |
|  | 00-00-12 | Initial Adoption of XXXXXXX Operational Plan |  |
|  |  |  |  |
| Rev. 1 | 05-12-12 | Initial Draft for department reviews. | SAF |
|  |  |  |  |
| Rev. 2 | 07-16-12 | Final Draft for Distribution | SAF |
|  |  |  |  |
| Rev. 3  |  |  |  |
|  |  |  |  |
| Rev. 4  |  |  |  |
|  |  |  |  |
| Rev. 5  |  |  |  |
|  |  |  |  |

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