



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Policy and Procedure

Title: Internal Event - Facility Use Policy	Policy Number: 75.32
Regulation: Reference:	Effective Date: 9- 10- 2009 Revised: 03-2016
	Next Review Due: March 2018

Policy Statement:

The purpose of this Health Science Center Operation Policy and Procedure (HSC OP) is to provide guidance and assistance in the coordination of all internal department planned events within the premises of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) and any location where the property is State owned or leased.

Review:

This policy will be reviewed every two years by the Senior Director of Safety Services, with recommendations and revisions forward through the Managing Director of Physical Plant and Support Services and Chief Operating Officer and Vice President of Operations.

Scope and Distribution:

TTUHSC El Paso is committed to maintaining a safe work environment for all faculty, staff, students, volunteers, patients and visitors. To accomplish this goal, the Facility Use Committee has been established to oversee and coordinate all events that take place on TTUHSC El Paso premises.

Membership of this committee consists of members from the following departments: Physical Plant Event Services, Custodial, Administrative Services; Traffic & Parking, TT Police, I.T.; Audio Services and Safety Services, and Purchasing.

Procedure:

The following procedure will be followed by all internal and external events being hosted by TTUHSC El Paso Departments.

1. A Facility Use Form must to be completed for any event if you have the following:
 - a. 20 + attendees
 - b. Food will be catered where a heat source will be used; such as sterno- chafing fuel gels, or propane grill.
 - c. If you need to make parking arrangements for visitors attending the event.
 - d. IF alcohol will be served (President approval is needed)
 - e. After hour events or weekend.
2. The form can be found at the SS web-page; under Room Reservations within the policy.
3. The "Facility Use Form" needs to be submitted 30 days prior to the day of the event. All events are forward to the "Facility Use Committee" for review.
4. After the event is reviewed by the Facility Use Committee, a representative from the department hosting the event will need to be present at an "Event Review" meeting. This meeting will be scheduled by SS. The purpose of this meeting is to ensure that all



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the logistics of the event are reviewed so the event will be successful and safe for all participants.

5. A work order for the following services will need to be placed; TT Police, Physical Plant Event Services, Traffic & Parking and I.T. Audiovisual. (Please see charge fee sheet).
6. Departments that are making room reservations and completing the facility use form for an external agency will be held responsible for the service fees incurred by the event. (For information on the External Facility Use Process please contact the President's Office)
7. Work orders for services from Physical Plant Event Services, I.T. Audio Visual and TT Police will need to be submitted (30) day's prior to the day of the event. The work order needs to be detailed and specific to the work being requested. Note, overtime fees will be charged for any work required before and after regular working hours.
8. TT Police will staff each event accordingly at their discretion. The department hosting the event will be responsible for any fees incurred. **Applicable FOP account is required to be provided at the time of the facility event review meeting.**

It is the responsibility of the department hosting the event to provide TT Police written approval from the President's Office to serve alcohol during an event. The following rules will apply when serving alcohol:

- a. The President's Office and the Texas Alcohol & Beverage Code require the presence of a Police Officer when alcohol is being dispensed.
 - b. The Vendor will need to remove and store all alcohol 30 minutes prior to the end of the event.
 - c. Department hosting the event is responsible to notify Purchasing that alcohol will be served.
9. Clinic Patient and Visitors have priority to parking areas during regular business hours 8 AM – 5 PM. Visitor parking arrangements for event participants are approved by the Traffic & Parking Office. (for internal events: work orders need to be submitted for parking reservations through the Physical Plant Event Services Web TMA system)
 10. It is the responsibility of the department hosting the event to notify the Department of Safety Services when an event has been cancelled; preferably 48 hours prior to the event. The department hosting the event is also responsible to cancel any work orders submitted for that event.
 11. It is the responsibility of the hosting department to announce at the start of any program.
 - Safety precautions to be taken during the event; location of closest emergency exit in case building needs to be evacuated and emergency assembly areas.
 - Location of rest rooms facilities.
 - If the event takes place over a period of two or more days, please make these announcements at the beginning of each day.



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- Inform participants that this is a NO SMOKING CAMPUS.
12. No device or chemical may be used in any TTUHSC El Paso facility that would create smoke, bubbles, or any type of hazard that could set off the fire alarms.
 13. Folding chairs may not be used to accommodate extra participants beyond the room capacity.
 14. Safety precautions shall be used when setting up tables out in the hallways. Fire emergency exits and safety equipment must remain clear at all times. No materials, props, chairs etc. shall ever be permitted in an emergency stairwell, or exit ramp. Enough clearance (minimum 3ft) shall be left for people to safely travel and evacuate in case of an emergency.
 15. If you need to store equipment, food material etc. please make arrangements for storage. No office or locked areas will be opened by TT Police for this purpose.
 16. Children are not allowed to participate in any TTUHSC El Paso Events unless permission is granted by the President's Office.
 17. Keep any heat source away from walls, paper products or any other combustible material. Keep heated devices away from room heat controls as this may interfere with keeping the room temperature controlled.
 18. In addition to these rules, Departments must follow HSCEP OP 61.07 "Use of TTUHSC Premises and Amplification Equipment, and Attachments "A" and "B". Specifically noting that sponsors are directly responsible for ensuring that activities and events comply with TTUHSC El Paso requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.
 - A Purchase Order (PO) is recommended to be used for services that will be completed on-site. Example: Food is being fully catered; setup and serving is requested (by doing so Purchasing Department will ensure that mentioned requirements above are being met).
 - A P-Card should only be used when a service will not be completed on-site. Example: food will only be delivered.
 - Otherwise, the Department seeking the service will be responsible for the above mentioned requirements to be met.



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TTUHSC El Paso Facility Use Form

Date of Event: _____

Time of Event: _____

Name of Event: _____

Event Sponsored by: _____

Name of Contact Person & Phone Number: _____

Meeting Location, Room Name & Number: _____

Number of expected attendees: _____

(Additional parking may require assistance from UMC, if needed please advise)

Will alcohol be served? YES _____ NO _____

Will parking arrangements be required: YES _____ NO _____

Types of vehicles: Cars, Trucks, Mobile (RV type) vehicles, Buses: _____

What time do you want the set up? _____

Number of tables _____ Location _____ Vendors _____

Food Service:

Will food be delivered? _____ Catered? _____ Grill Request? __Y__ __N__

Name of Catering Company _____ HSC OP 61.07 Met? __Y__ __N__

Will heating be required for food? YES _____ NO _____

If Yes, what type: Electrical _____ External Heat _____ Other _____

Will audio visual be used? YES _____ NO _____ If yes, what type _____

Will the event require ADA accommodations for attendees? Yes _____ NO _____

Possible number of attendees requiring special accommodations? _____

Notes: _____

Please Note: A work order to clean the reserved room needs to be submitted to Special Events Department for each room reservation.



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Title: Catering: Use of Open Flame Heating Source	Policy Number: 75.32 Addendum A
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Policy Statement:

The purpose of this Texas Tech Health Sciences Center El Paso (TTUHSC El Paso) Operation Policy and Procedures (OP) is to provide guidance and assistance in the coordination of all departmental events taking place within the premises of TTUHSC El Paso Campus, and any location the property is state owned or leased.

This policy and procedure will be followed by all Catering Vendors for activities to be carried out safely without the possibility of fires starting with the use of open flame heating sources such as “Sterno-Brand” or other brands.

Review:

This TTUHSC El Paso will be reviewed every two years by the Director of Safety Services (SS), with recommendations and revisions forward through the Managing Director Facilities Physical Plant and Support Services, and the Chief Operating Officer and Vice President of Operations.

Scope and Distribution:

All TTUHSC El Paso Departments.

Procedure:

1. While any open flame heating source is in use a staff member or caterers representative will remain in attendance in the room to monitor the heating source to prevent ignition of unintended items. Location of nearest fire extinguisher will be known by attendant.
2. Caterers will use an “approved “ chafing set, one with a bottom tray that contains the heating cans or will place a flame resistant tray or foil, etc. under the chafing dish to prevent any ignition.



3. Use the following cautions when dealing with open flame containers such as “Sterno brand”:
 - Always use caution when handling open flame products;



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- Always use a blunt object such as a spoon to pry off lid;
 - Always cup hand over lid when opening can;
 - Always remove excess gel from lid if being used as a regulator;
 - Always wash fuel residue from hands
 - Always place can under chafing dish before lighting
 - Always assure can is placed securely in equipment;
 - Always use a long handled match or lighter to ignite;
 - Always use a snuffer paddle, regulator or saucer to extinguish flame;
 - Always wait until can cools before touching
 - Never use a sharp knife to pry off lid of sterno;
 - Never use a lit can to light another can;
 - Never carry a lit can;
 - Never carry chafing dishes with a lit can;
 - Never touch can while hot;
 - Never allow loose clothing, napkins or table cloth near flame;
 - Never allow hair to fall near flame;
 - Never use hands to extinguish flame;
 - Never blow out flame to extinguish; Cater shall supply a snuffer paddle.
 - Never throw a hot can of Sterno in the trash.
 - Never set up near a thermostat.
4. The SS will extinguish, turn-off or unplug all heating devices left unattended. Caterers or departments found in non-conformance with this policy will be reported to the El Paso Safety Committee and repeat offenders may be reported to the TTUHSC El Paso Fire Services Division and prohibited from future catered events that require heating devices.

If assistance is needed or there are safety questions about a setup of chafing dishes. Call the SS Office at: 215-4820.



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Title: Campus Grill Guidelines	Policy Number: 75.32 Addendum B
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Departments (includes off-campus departments) requesting the Campus Grill are required to follow the safety regulations and guidelines. Please follow the step by step instructions below for your safety. Failure to follow these safety guidelines warrant disciplinary action will be taken. Signed form must be attached per grilling event request submitted through the “Facility Use Form and Fees” located in the Safety Services website and a separate facilities work order must be submitted.

- Choose a date for your grilling event; request must be made a minimum of 15 business days prior to event. Employee requesting grill is responsible for cleaning the grill after use.
- Submit this completed form with your grill request:
 - a. **Complete the “Facility Use Form and Fees” form, Safety Services Website, under the Room Reservations section.**
 - b. Submit facilities work order separately (fees will remain the same)
 - c. Grilling location is restricted for use at the Medical Education Building (MEB) designated approved site
- The location site designated with a sign. The location is by the MEB courtyard
- Safety Standards Required:
 - a. Grill cannot be left unattended when turned “ON”
 - b. Grill Operator needs to be experienced in the use of the propane grill
 - c. Set the fire extinguisher 5 ft away from the grill
 - d. Propane cylinders cannot be stored inside the building;
- No outside propane or personal propane tanks can be used on campus for safety purposes
- No grilled food can be sold for any purposes.
- A Facilities work order must be submitted separately. The following items are available to request:
 - a. Grill (includes delivery, pick up, propane tank, fire extinguisher)
 - b. Grilling utensils (includes cleaning brush)
 - c. Large white cooler
 - d. Tables & chairs



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e. Canopies

- Cleaning grill instructions (please initial each step):

_____ 1. While grill is still on, use the wire brush to scrape off any residue on the cooking grate

_____ 2. Once that is done, turn knobs to off position. Close propane tank completely and disconnect liquid propane (LP) hose from propane tank - let grill cool to touch

_____ 3. Empty the grease drip container located underneath grill area and dispose of accordingly

_____ 4. With paper towels, wipe off any excess grease or residue off outer parts of grill and continue to do the same with the inside of the grill. Don't forget to remove the cooking grate for better access and for cleaning purposes

_____ 5. Use wire brush to gently scrape off any residue on the burners. Do not use the wire brush on any other surface of the grill

_____ 6. Use a mixture of dish soap and water to wipe the entire the grill with paper towels. With cooking grate off, wipe down the inside of the grill. You will then use damp (water only) paper towels to wipe the entire grill



The employee signing this document will be responsible for ensuring that the grill guidelines are followed:

Print Name	Signature	Department	Date

Contact Phone	Grill Date	Grill Start & End Time	Date of Request Submitted



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Title: TTUHSC El Paso Event Service Fees	Policy Number: 75.32 Addendum C
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Physical Plant Event Services \$20.00 per hour, per employee, during working hrs.

Physical Plant Event Services \$30.00 per hour, per employee, overtime hrs.

Contact Facilities Operations and Maintenance at 215-4500

Texas Tech Police \$50.00 per hour per Officer

Texas Tech Guard \$30.00 per hour per Guard

Contact TT-Police at 215-7120
 (Police will determine proper staffing needed for event)

MEDIA EQUIPMENT EVENT REQUEST

Please submit overtime form. See form enclosed.

For additional information call Joe Mancha 215-4080

Room Capacity

Only seating capacity is allowed -- NO extra chairs are allowed to be setup.

AEC Auditorium A	122
AEC Auditorium B	116
CSB Room A3500	101
MEB Room 1100	115
MEB Room 1200	115
MEB Room 1110	60
MEB Room 1150	60



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Title: TTUHSC El Paso Media Event Overtime Request	Policy Number: 75.32 Addendum D
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

DEPARTMENT: _____

TYPE OF EVENT: _____

DATE/TIME OF EVENT: _____

LOCATION: _____

DEPARTMENT CONTACT PERSON: _____

PERSON REQUESTED: _____

ACCOUNT NUMBER: _____

ESTIMATED TOTAL HOURS: _____

AUTHORIZED BY: _____

ACCOUNT MANAGER (PRINT)

ACCOUNT MANAGER SIGNATURE

Keep in mind that we must include travel time to and from the event. We must also include setup time prior to the event and pickup of equipment at the end of the event. Therefore, the hours and pay will be adjusted accordingly. Once the charge is processed,

Edna Rivas, Unit Coordinator will email you the report. Requests must be submitted three days prior to accommodate our employee's schedules.



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Title: TTUHSC Classroom Technology Fees	Policy Number: 75.32 Addendum E
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Non-TTUHSC events

Event _____

Date/Time _____

Location _____

SUBJECT: Classroom Technology Technician/Equipment Charges

Equipment Charges:

Equipment Charges	\$200.00
Charges per technician	\$25.00 hour
Total	\$400.00

Please submit payments 1 week prior to event.

Make checks payable to TTUHSC PLFSOM/Audio Visual Department and other check leave blank for Technician

Contact Jose Mancha at (915)-215-4080 or email at: jose.mancha@ttuhsc.edu for any question relating to AV equipment needs.



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Title:	TTUHSC El Paso Food Truck Vendor Safety Guidelines	Policy Number: 75.32 Addendum F
Regulation: Reference:		Effective Date: April 2016 March 2018

While this list cannot possibly cover every scenario or type of mobile vending unit, the following guidelines are provided as a tool to ensure all mobile vending units meet the same minimum requirements. While this list may not be all inclusive of every fire safety requirement it should be used as a guide to ensure vehicle that you contract meets the minimum requirements. Prior to contracting the vendor please ensure that their vehicles meets these minimum requirements.

Location of Mobile Units:

- Units shall not be closer than 20 feet to any structure.
- All mobile units must remain at least 15 feet away from any fire hydrant.
- Mobile units shall not block access to a fire department connection (FDC).
- Mobile unit shall not obstruct any entrance or exits from a structure.
- Exits of mobile unit shall not be obstructed.

Electrical:

- Mobile unit shall not use electricity from a nearby structure.
- No excessive use of extension cords.
- Breaker boxes and junction boxes shall have proper cover.
- All wiring must be in conduit.
- Improper use of electrical accessories and overloading of circuits is prohibited.

Propane Cylinders:

- A maximum of two-100 lbs. propane cylinder are allowed. One is allowed for use and one as a spare. The cylinders cannot be manifolded together.
- Propane cylinders need to be requalified every 12 years. A current date of manufacture if new or requalification stamp is required on all cylinders.
- All cooking appliances shall be listed for use with propane.
- Piping systems, including fittings and valves shall comply with NFPA-58.
- Manual shutoff valves on gas lines are required at the point of use (the appliance) and at the supply.



Propane Cylinder Location:

- Minimum of 10-foot clearance from any trash or combustible material.
- Not kept in passenger area of vehicle.
- Tanks must be secured (NFPA 58-5.2.4) and conform with NFPA standard relating to the safe mounting of tanks as described in NFPA 58-6.23.3.3.
 - a. Outside mounted in a semi-enclosed cabinet, with vents at the top and bottom to facilitate the diffusion and a leak indicator as describe in NFPA 1192 6.4.8.
 - b. Outside mounted, secured on top and bottom and stabilized (e.g. with a strap), vapor-tight to the interior of the vehicle, mounted no less than 28" above the ground with a weather-protected regulator.
 - c. Chassis mounted, according to NFPA 58-6.23.3.4.
- The relief valve discharge from the propane cylinder shall not be less that 3ft. measured horizontally along the surface of the vehicle to:
 - a. Openings in the vehicle
 - b. Propane burning appliance intake or exhaust vents
 - c. All internal combustion engine exhaust terminations.

Fire Extinguishers:

- Each mobile unit will be required to have a proper fire extinguisher inside their vehicle (2A10BC fire extinguisher).
- Each fire extinguisher will need to be mounted in a conspicuous location where it can be located quickly.
- Each fire extinguisher will need to be serviced annually and maintain a current tag confirming its status.
- Mobile units using a deep fryer will be required to have a Class K fire extinguisher in addition to the 2A10BC. This extinguisher must be within 30 feet of the cooking appliance.