To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] AHU 2 Back on Line

Date: Thursday, December 11, 2008 5:27:41 PM

Attachments: <u>ATT00159.txt</u>

Air Handling Unit AHU-2 is back on line and has returned to normal operation.

The unexpected shutdown occurred when an outside contractor making a repair accidently shorted a control wire causing the main supply dampers to go closed and in turn causing the AHU to shut off as per the programmed control sequence.

The fire alarm was caused both times by excessive steam build-up from the humidification system causing the photo-optic portion of the smoke detector to react.

The facility team and FOD are conducting additional investigations to review existing control interlocks and control sequencing related to these events.

The Department expresses thanks to the building occupants for their prompt reaction to the evacuation announcement.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] Air Handler 1 Planned Shutdown for Friday from 7:30 am to

8:00 am

Date: Thursday, December 04, 2008 1:49:15 PM

Attachments: <u>ATT00410.txt</u>

In order to make a minor motor adjustment, FOD plans a brief shutdown of PRB Air Handler 1 tomorrow morning (Friday, December 5) from 7:30 am to 8:00 am.

Room air supply and return for the lab side of the building, south end will be interrupted during this period.

Please take appropriate action to prepare for this brief service interruption.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] Air Handler 1 Planned Shutdown for Wednesday from 7:30 am to

8:30 am

Date: Tuesday, December 02, 2008 2:30:18 PM

Attachments: ATT00040.txt

In order to make a fire damper adjustment, FOD plans a brief shutdown of PRB Air Handler 1 tomorrow morning (Wednesday, December 3) from 7:30 am to 8:30 am.

Room air supply and return for the lab side of the building, south end will be interrupted during this period.

Please take appropriate action to prepare for this brief service interruption.

To: facility_info@pacific.mps.ohio-state.edu;

Subject: [ALERT] Grad Student Machine Shop Outage Plan Adjustment

Date: Thursday, November 20, 2008 1:04:17 PM

Attachments: <u>ATT00495.txt</u>

The graduate student machine shop outage period previously planned to end on November 23rd is being extended by 3 working days.

The physical relocation of all student shop contents is now complete. All renovation work and machine power hook-ups are also now complete.

The time extension is needed to complete the leveling of all machine tools and final unpacking and organizing which has been delayed due to a small unplanned surge in machine shop work.

As before, users with critical needs during this extension period will be supported by the main machine shop on a case-by-case basis .

Users of the student shop should adjust work plans to accommodate this known service interruption which will conclude on December 1st.

To: facility_info@pacific.mps.ohio-state.edu;

Subject: [ALERT] Grad Student Shop closed in mid-Nov. for relocation

Date: Thursday, October 16, 2008 1:07:01 PM

Attachments: <u>ATT00098.txt</u>

The graduate student shop located in RM3042 of Smith Lab is moving to a new location in the basement of Smith Lab.

In order to accomplish the move, the shop must be temporarily closed.

The outage period is planned for the two full weeks of November 10th to November 23rd.

The dates are contingent on the preparation work currently underway being completed by the end of the month and on all elements of the move being completed in the allotted time.

After the move, a period of diminished service may exist due to the normal disruption caused by such an event.

Diminished service may include limitations on access, machine operation problems, misplaced items, learning curves to familiarize users with the new space, or other move-induced conditions.

It is expected that any such diminished conditions would be resolved within the initial few weeks of operations in the new location.

For critical items that must be done during this service interruption, users should contact the main machine shop staff as soon as possible to develop suitable contingency plans.

The department will make reasonable accommodations to support special needs during the outage on a case-by-case basis.

Users of the student shop should take planned action to prepare for this known and unavoidable service interruption.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] November 15 next Quarterly Maintenance Shutdown and Building

Evacuation - Notice 3 of 3

Date: Monday, November 10, 2008 8:44:16 AM

Attachments: <u>ATT00071.txt</u>

Quarterly maintenance on Air Handler Units will be conducted by FOD on Saturday, November 15. (this coming Saturday)

As with previous shutdowns, the building will be evacuated and locked down from 6:00 am to 6:00 pm.

In addition to maintenance activities, the next phase of fume hood testing will take place.

Please take planned action to prepare for this event, including securing and clearing fume hoods and related operations.

November 15 was selected partly to coincide with a non-football Saturday.

This message is Notice 3 of 3 of such alerts and is the final notification for this event.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] November 15 next Quarterly Maintenance Shutdown and Building

Evacuation - Notice 2 of 3

Date: Monday, October 20, 2008 8:40:37 AM

Attachments: ATT00019.txt

Quarterly maintenance on Air Handler Units will be conducted by FOD on Saturday, November 15. (approx 4 weeks from today)

As with previous shutdowns, the building will be evacuated and locked down from 6:00 am to 6:00 pm.

In addition to maintenance activities, the next phase of fume hood testing will take place.

Please take planned action to prepare for this event, including securing and clearing fume hoods and related operations.

November 15 was selected partly to coincide with a non-football Saturday.

This message is Notice 2 of 3 of such alerts.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] November 15 next Quarterly Maintenance Shutdown and Building

Evacuation - Notice 1 of 3

Date: Monday, October 06, 2008 8:41:16 AM

Attachments: ATT00040.txt

Quarterly maintenance on Air Handler Units will be conducted by FOD on Saturday, November 15. (approx 6 weeks from today)

As with previous shutdowns, the building will be evacuated and locked down from 6:00 am to 6:00 pm.

In addition to maintenance activities, the next phase of fume hood testing will take place.

Please take planned action to prepare for this event, including securing and clearing fume hoods and related operations.

November 15 was selected partly to coincide with a non-football Saturday.

This message is Notice 1 of 3 of such alerts.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [ALERT] Reminder Message - Grad Student Machine Shop closed in mid-

Nov. for relocation

Date: Friday, October 31, 2008 9:38:08 AM

Attachments: ATT00028.txt

This message serves as a final reminder that the graduate student machine shop is moving to a new location in the basement of Smith Lab and will be temporarily closed.

The outage period is now fixed for the two full weeks of November 10th to November 23rd.

Users of the student shop should take planned action to prepare for this known service interruption.

To: facility_info@pacific.mps.ohio-state.edu;
Subject: [CRITICAL] Air Handler 1 and 2 Back Online
Date: Wednesday, October 01, 2008 11:45:04 AM

Attachments: <u>ATT00547.txt</u>

Air Handler 1 and Air Handler 2 are back online.

The department expresses thanks to FOD Maintenance Staff for their prompt response and resolution.

To: facility_info@pacific.mps.ohio-state.edu;
Subject: [CRITICAL] Air Handler 1 and 2 Offline
Date: Wednesday, October 01, 2008 10:47:11 AM

Attachments: <u>ATT00519.txt</u>

Air Handler 1 and Air Handler are currently offline.

FOD maintenance staff and Physics facility staff are currently working in the mechanical room to resolve the situation.

Please take immediate action to secure operations in Fume Hoods.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 back on line at 100% Capacity

Date: Wednesday, December 03, 2008 9:56:17 AM

Attachments: <u>ATT00153.txt</u>

Air Handler 1 is back on line at 100%

Repairs included:

- Repair/re-insulate abraded wires at power feed to main fan motor located at the motor (within AHU-1).
- Replacement of contactors in soft-start panel.
- Reset of air Compressor providing pneumatic control air.

The department expresses thanks to FOD Maintenance Staff for their prompt response and resolution.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 back on line at 100% Capacity

Date: Thursday, November 20, 2008 12:23:16 PM

Attachments: <u>ATT00480.txt</u>

Air Handler 1 is back on line at 100%

Repairs included:

- Replacement of Breaker
- By-passing of Freeze thermostat (will be replaced later)
- resetting heating hot water pump
- resetting exhaust fan

The department expresses thanks to FOD Maintenance Staff for their prompt response and resolution.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 back on line at 50% Capacity

Date: Tuesday, December 02, 2008 6:45:35 PM

Attachments: <u>ATT00100.txt</u>

Air Handler #1 which serves the lab side south end is back on line at 50% capacity with one of two fans in operation.

This partial capacity condition will remain overnight. Updates will follow as more information becomes available.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 back on line at 50% Capacity

Date: Wednesday, November 19, 2008 6:32:33 PM

Attachments: <u>ATT00382.txt</u>

Air Handler #1 which serves the lab side south end is back on line at 50% capacity with one of two fans in operation.

A circuit breaker in the motor control center which protects the fan has failed and must be replaced.

This partial capacity condition will remain overnight. Updates will follow as more information becomes available.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 off-line

Date: Tuesday, December 02, 2008 4:53:36 PM

Attachments: <u>ATT00070.txt</u>

Air Handler #1 which serves the lab side south end is off line. FOD has been contacted and will be responding.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [CRITICAL] Air Handler 1 off-line

Date: Wednesday, November 19, 2008 4:44:31 PM

Attachments: <u>ATT00330.txt</u>

Air Handler #1 which serves the lab side south end is off line. FOD has been contacted and will be responding.

To: facility_info@pacific.mps.ohio-state.edu;

Subject: [CRITICAL] Flooding in Smith Lab RM3150 and adjacent halls and lower

floors

Date: Tuesday, December 23, 2008 4:28:44 PM

Attachments: ATT00140.txt

A heating unit along the south edge of room SM3150 (Gramila Student Area) has sprung a substantial leak.

The room is flooded and water is running out into the hall, down the freight elevator shaft, and collecting in the southwest halls on the second floor.

FOD maintenance is in route and the situation should be under control shortly. Occupants of Smith on second, first or basement floors on the southwest end are alerted to look for leaks in their areas.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] COAS Family Weekend Event in Atrium - 5:30-7:00 today

Date: Friday, October 17, 2008 2:30:03 PM

Attachments: <u>ATT00059.txt</u>

As part of the Family Weekend Event, the College of Arts & Sciences will host a reception in the Atrium today from 5:30 to 7:00.

Event staff will be arriving at 4:00 and departing by 8:00.

Contact person for this event is Ann Rotersman, (614) 247-2566.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Conference Room 2061 in PRB out of service effective Nov. 17th

Date: Monday, November 03, 2008 3:00:50 PM

Attachments: <u>ATT00118.txt</u>

Space in the PRB on the second floor, office side, north end will be reconfigured for the Center for Emergent Materials starting Nov. 17th.

Conference room 2061, and any related on-line scheduling capabilities, will be taken out of service to accommodate this change.

The department requests that reservation holders please reschedule to another conference room as required for dates after the 17th.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Current contents of lost and found to be sent to FOD next week.

Date: Wednesday, October 22, 2008 12:22:39 PM

Attachments: <u>ATT00111.txt</u>

The department accepts and temporarily holds found items at the front desk in room 1040 of the PRB.

Unclaimed items are periodically transferred to the University Lost and Found at the Department of Facilities Operations and Development (FOD), located at 160A Central Services Bldg.

Found items on hand will be forwarded to University Lost and Found on Wednesday, October 29.

Currently at the front desk are the following found items: Men's suit jacket, Winter coats, Eye Glasses, Sun Glasses, Jackets, Sweaters, Jogging jackets/pants, Scarves, Gloves/mittens, Hats/caps, Watches, Cell phones, Ring, Keys, Calculators, Umbrella, Headphones, Games

Please come and claim your lost items.

To: facility_info@pacific.mps.ohio-state.edu;
Subject: [NEWS] Fire Alarm Building Evacuation Event Wednesday, October 15, 2008 2:09:59 PM

Attachments: <u>ATT00089.txt</u>

The fire alarm and building evacuation event is now cleared and normal building operations have resumed.

The source of the alarm was over-cooked food in a microwave oven in the kitchenette on the third floor south, office side.

The department appreciates the rapid response of police, fire departments, and FOD in responding to the alarm.

The department appreciates the patience and cooperation of all occupants in responding promptly to the evacuation instruction.

The department requests that users of microwave ovens reflect on, and benefit from, the lessons learned from this event.

From: Phil Davids

To: "facility_info@pacific.mps.ohio-state.edu";

Subject: [NEWS] Open House - MAPS/

COE Recruitment Event in PRB - Saturday, October 4

Date: Friday, October 03, 2008 8:30:00 AM

An open house recruiting event will be held in the atrium of PRB on Saturday, October 4 from 8:30 to 3:30.

The sponsors are anticipating approximately 450 visitors for the event.

The building will be opened from 7:00 am to 4:00 pm.

For more information, or questions regarding this event please contact <u>Lisa Barclay</u> or visit the event website at http://www.eng.ohio-state.edu/events/agenda.php? eid=40

This event is sponsored by Academic Affairs & Student Services. The Colleges of Engineering and Math & Physical Sc.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Phone list wallet cards now available - for emergency contacts

Date: Thursday, October 02, 2008 10:29:02 AM

Attachments: <u>EMER CALL CARD - SAMPLE.pdf</u>

ATT00703.txt

Physics Department Emergency Contact List cards as shown in the attached sample are now available at the front desk in RM1040.

A limit of one card per customer is requested.

From: <u>Phil Davids</u>

To: "facility_info@pacific.mps.ohio-state.

edu";

Subject: [NEWS] PRB Building Directory Updated

Date: Wednesday, October 01, 2008 8:11:00 AM

The PRB building directory located in the south end of the atrium has been updated.

Updates to the directory are planned to occur as a minimum at the beginning of each new academic year.

Updates to the directory can occur on an as-need basis if space assignments change significantly during the year.

Please forward updates, corrections, or new requests to the facility group.

Plans are underway to partner with the multiple new occupants of Smith Lab to develop a comprehensive directory update there.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Smith Lab - Physics Space on 5th Floor Returned to PARE

Date: Tuesday, October 07, 2008 8:43:49 AM

Attachments: Smith 5th Floor Plan.pdf

ATT00243.txt

As part of the space consolidation plan for Physics within Smith Lab the following assigned rooms have been emptied and returned to the Planning and Real Estate group(PARE): 5076, 5079, 5081, 5050. The total area for these rooms is ~2800 sq. ft. resulting in a significant annual maintenance cost savings to the College.

Additionally, the following rooms that were occupied by Physics but unassigned have been emptied and returned: 5101, 5027, 5029, 5030, 5031. (1440 sq. ft)

The department expresses thanks to the internal staff and student workers who provided the labor to accomplish the clean-up of the spaces.

The remaining rooms occupied by Physics on the fifth floor of Smith are 5059, 5055, 5025. These rooms are planned to be returned by year end.

When the vacancy of Physics space on the fifth floor is complete, a new renovation project will commence in early 2009 for the College of Public Health who will occupy the area as swing space.

Additional details about PARE can be found at http://www.fod.osu.edu/pare/index.

To: facility_info@pacific.mps.ohio-state.edu;

Subject: [NEWS] Surplus Furniture Fair - December 15 & 16 - Notice 2 of 3

Date: Monday, December 01, 2008 4:37:06 PM

Attachments: <u>ATT00227.txt</u>

The Department is conducting a Surplus Furniture Fair on December 15 & 16.

During this fair, furniture items will be arranged in certain rooms in Smith Lab for viewing.

Each available furniture item in the viewing room will be numbered with a yellow fixed tag and a pink removable tag.

Anyone interested in having an item for department-related use can simply remove the pink tag, complete the information on the tag, and turn it in to the front desk staff.

An item with no pink tag will indicate that the item has already been claimed.

An item with no tags will indicate the item is not surplus and is not available.

All remaining unclaimed items will be transferred to University Surplus on December 19th.

Participation in the fair is limited to Physics Department members claiming items for Department use.

Additional details will be made available the day of the Fair.

This is Notice 2 of 3

To: facility_info@pacific.mps.ohio-state.edu;

Subject: [NEWS] Surplus Furniture Fair - December 15 & 16 - Notice 1 of 3

Date: Friday, November 21, 2008 3:53:38 PM

Attachments: <u>ATT00052.txt</u>

As part of the ongoing space consolidation project, the Department is conducting a Surplus Furniture Fair on December 15 & 16.

During this fair, furniture items will be arranged in certain rooms in Smith Lab for viewing.

Each available furniture item in the viewing room will be numbered with a yellow fixed tag and a red removable tag.

Anyone interested in having an item can simply remove the red tag, complete the information on the tag, and turn it in to the front desk staff.

An item with no red tag will indicate that the item has already been claimed.

An item with no tags will indicate the item is not surplus and is not available.

All remaining unclaimed items will be transferred to University Surplus on December 19th.

Participation in the fair is limited to Physics Department members.

Additional details will be made available the day of the Fair.

This is Notice 1 of 3

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Surplus Furniture Fair - STARTS MONDAY - Notice 3 of 3

Date: Friday, December 12, 2008 1:43:34 PM

Attachments: <u>ATT00224.txt</u>

All Physics Department members in need of furniture, <u>including Graduate</u> <u>Students</u>, are strongly encouraged to select items at the Surplus Furniture Fair that starts Monday.

There are more than 100 furniture items of various types including:

- File Cabinets (2 drawer, 4 drawer, 5 drawer, laterals)
- Bookcases (low, medium, tall) excessive amounts of tall bookcases
- Tables (small, medium, large)
- Desks (wood, metal, some complete modular sets)
- Chairs (very limited amounts of decent chairs, lots of marginal chairs)

Details of the Fair

- 1.) Fair will take place Monday and Tuesday (Dec. 15/16) from 9:00 am to 3:00 pm.
- 2.) Bob Merritt will be the on-site coordinator for the fair.

 Office: Smith Lab RM 0094, Phone: 292-8487, e-mail: merritt@mps.ohio-state.
 edu

Please see Bob for questions during the fair.

- 3.) Rooms containing available items will have a <u>sign on the door indicating</u> <u>"Furniture Fair" and will be unlocked from 9:00 am to 3:00 pm each day.</u>
- 4.) When entering rooms to view items, participants in the fair are asked to be respectful of, and <u>leave completely undisturbed</u>, any <u>non-tagged items</u> which in all cases remain very important to the original owner.
- 5.) The following rooms in Smith Lab are included in the Fair and will have various types of tagged items available for selection:

Fifth Floor: 5059

Fourth Floor: none

Third Floor: 3006, 3076, 3089, 3108, 3114, 3159, 3186

Second Floor: 2079, 2192, 2180

First Floor: none

Basement: 0024,

- 6.) Except as noted, <u>only</u> furniture items with <u>both</u> a YELLOW ID TAG and a PINK CLAIM TAG are available. Chairs will not be tagged. If you see a chair you want, take it with you, or contact Bob Merritt and he will tag it for you for later delivery.
- 7.) If an item only has a yellow tag this means it has already been claimed.
- 8.) If an item has no tag this means it is not available. (Except chairs as noted in item 6)
- 9.) To claim an item, remove the pink claim tag (leave yellow tag on item), complete info on tag, submit completed tag to PRB front desk staff.
- 10.) All remaining surplus furniture items still on hand after the Fair will be sent to OSU Surplus and will no longer be available.
- 11.) Delivery of claimed items will be made by the end of January 2009 according to the location indicated on the claim tag with sequencing done according to the needs of the space consolidation plan. End users with more urgent delivery needs can also opt to pick up items themselves.
- 12.) This is Notice 3 of 3, and serves as the final communication regarding the fair.

DISCLAIMER: Although the goal of the fair is to make items equally available to all, and to clearly identify and segregate available items, errors may occur. Therefore, the department reserves the right to cancel, over-rule, or otherwise modify, any furniture request made during the fair. Acceptance and understanding of this possibility is appreciated.

To: <u>facility_info@pacific.mps.ohio-state.edu;</u>

Subject: [NEWS] Traffic Disruption on Tuttle Beginning Friday

Date: Wednesday, October 29, 2008 9:31:17 AM

Attachments: <u>ATT00038.txt</u>

http://fod.osu.edu/2008/2008_oct_pave_tuttle.pdf

From: <u>John W. Heimaster</u>

To: physics-faculty@mps.ohio-state.edu; physics-staff@mps.ohio-state.edu;

physics-grad@mps.ohio-state.edu; physics-postdoc@mps.ohio-state.edu;

cc: <u>JWH@mps.ohio-state.edu;</u>
Subject: air conditioning failure in PRB

Date: Friday, November 28, 2008 11:26:24 PM

Air Handlers 1 and 2 have failed in PRB. Mark Reed and FOD people are on-site, but have no current diagnosis. The following steps are being taken:

- Computer equipment in 4179 (the "farm room") and the control room for the Smith Seminar Room have been powered down.
- We are monitoring the process chilled water system. Its temperature is rising, which may require shutting down all computer servers.
- A small water leak has been observed in the center corridor of the basement. It has been reported to FOD, and plastic sheeting has been placed in the doorways of two adjacent labs to block water flow under their doors.
- Hoods are not running anywhere in the building. The building has not been locked down. Those with hazzards should try to contact Mark or me (my cell is 551-0039).

Mark Reed has asked me to send this message to the community. I will send an update when conditions warrant, if we still have mail servers in operation.

JWH

From: <u>John W. Heimaster</u>

To: physics-faculty@mps.ohio-state.edu; physics-staff@mps.ohio-state.edu;

physics-postdoc@mps.ohio-state.edu; physics-grad@mps.ohio-state.edu;

cc: <u>JWH@mps.ohio-state.edu;</u>
Subject: air conditioning restored in PRB

Date: Saturday, November 29, 2008 3:06:36 AM

Air handlers and process chilled water in PRB are now restored, and appear to be running reliably:

- The primary problem was the loss of the air compressor for the pneumatic control system. A temporary compressor was borrowed from Smith Lab and rigged to replace the failed unit.
- Process chilled water temperature has been restored. Cooling had been interrupted by a number of alarms, plus a pneumatic valve needing compressor pressure.
- Hood alarms are now silent.
- The water leak in the basement came from one of the distilled water systems. Both systems were shut down until confusing pipe tags can be understood. The leak has stopped, and the water will be cleaned up. This appears to be an independent problem.
- Farm room computer equipment remains shut down, but can probably be restarted on Saturday. Smith Seminar Room equipment will be restarted on Monday in time for its next scheduled use.

I would like to thank the FOD crew, hastily assembled at midnight on a holiday weekend, for their clever improvisations to solve our problems. Mark Reed will send a followup note detailing their names and contributions.