

Research Facilities Guide

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Welcome to Research Facilities!

The Research Facilities unit—which includes Biosafety, Research Core Facilities (RCF), the Vivarium, and Space and Construction Projects—supports research staff and reports to the Chief Operating Officer.

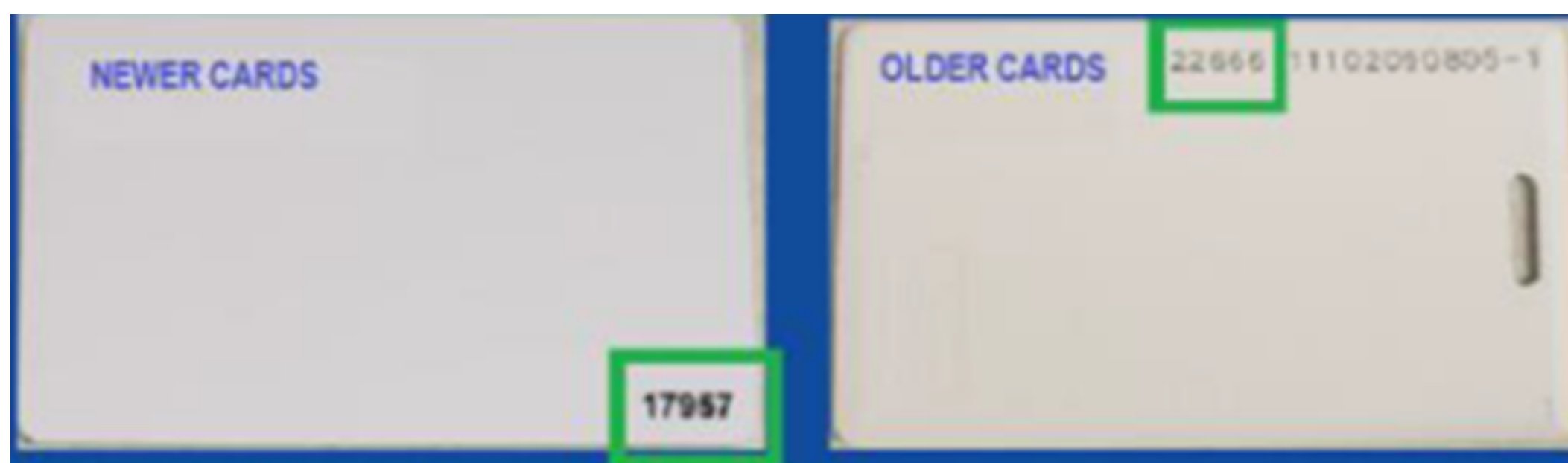
This document is meant to provide basic information about working at LKSKI/KRCBS. It is recommended that you save this document in your own personal files in case you need to refer to any information.

If you have questions about access, please contact **researchfacilities@unityhealth.to**. Questions about research employment may be directed to HR, **Research Employment**, or the **Office of Research Administration (ORA)**.

If you are seeking information about the Research Core Facilities, please visit the **Research website**.

Access Instructions

1. Follow all onboarding instructions given to you by the ORA, HR, and/or your partner institution.
2. Ensure that your Unity Health Toronto (UHT) email address is valid at least 3-4 days before you request access.
3. With your active UHT email and access card, go to www.rfbms.com and navigate to the Access page.
4. You will require the last 4-5 digits on your security card - this is your **thick white card** (note that on older cards, they are the first five numbers):



5. Submit your access request. Follow all steps. You will need the name of your supervisor and the general spaces you need access to. Access to Core-specific areas will be contingent upon training. You may read more about this on the **Research Facilities** webpage.

Note that Biosafety training and inclusion on an approved biosafety permit are required for access to the wet bench areas.

6. Once submitted, your supervisor will receive an email asking for them to approve or deny the request.

7. Once approved, your access card should work in 24-48 hours.
Note that the entire process can take up to 3 days, so please make sure to complete this process in advance of your start date.

If you have any questions throughout the process, please contact
researchfacilities@unityhealth.to

Issues with Access

If your card is not working after 48 hours or you have any issues with your access, please follow-up with Security on the 10th floor of the Peter Gilgan Patient Care Tower at St. Michael's Hospital, or call x. 5323

LKSKI Bike Cage

There are bike cages in the parking garage of LKSKI. However, please note that the LKSKI bike cage is for permanent residents of the building. If you are a permanent resident and would like access to the bike cage, please fill out the **Bike Cage Agreement Form** and submit it to **researchfacilities@unityhealth.to**

193 Yonge St.

If you require access to one of our other offices, please have your supervisor contact **researchfacilities@unityhealth.to** with:

1. Your full name
2. UHT email address
3. Your phone number
4. Which floor you will need access to

Once this information is received, our Space Project Manager will get in touch to assist you with the process.

Security Guidelines

Security is everybody's responsibility. Supervisors should make sure staff are aware of, and are following, the security guidelines.

- Always wear your hospital ID badge
- Never share your badge or access card
- If your access card is lost or stolen, please report it to security immediately so that they can deactivate it
- Never allow people you do not know into restricted areas
- Tailgating is not permitted – all persons entering restricted areas must card in, individually
- Report any suspicious activity to Security



Safety First

We encourage all personnel to report any incidents or suspicious activity through Safety First. This must be done from a hospital PC. Doing so helps the hospital track the nature and frequency of these events, enabling an informed and timely response and allowing us to identify potential patterns.

Who to Contact

All contact information regarding general issues can be found on **UnityNet**, which is only accessible from a hospital PC. We have provided some commonly used contact information here for your convenience.

Location

If you are ever uncertain of what number to contact for which department, please call: x. 5555 on hospital phones, or (416) 864-5555

Security

Security: x. 5323 on hospital phones, or (416) 864-5323

Urgent: x. 2999 on hospital phones, or (416) 864-2999

Emergency: 9-911 on hospital phones

Engineering

For urgent matters, call x. 5080 on hospital phones, or (416) 864-6060 x. 5080, otherwise, you may **[Complete an Engineering Request](#)**

Housekeeping

Resident Manager of Environmental Services at LKSKI/KRCBS
Anabela Branco: (416) 697-6941 or **Anabela.Branco@gdi.com**

Manager, Environmental Services at St. Michael's Hospital
Joseph Raab: **Joseph.Raab@unityhealth.to**

Who to Contact

I.T.

Helpdesk (AV, projectors, laptops, conference rooms): x. 5751 on hospital phones, or (416) 864-6060 x. 5751

All other IT related issues: For urgent matters call (416) 360-4000 x. 44357. For non-urgent matters, [Submit an IT Ticket](#)

Conference Rooms

Resource Scheduler Administrator: x. 5243 on hospital phones, or (416) 360-4000 x. 5431

Sustainability

There are things you can do to ensure that the lab maintains sustainable practices. Here are some suggestions in terms of what you as a lab can do:

- **Purchase energy efficient equipment**
- **Conduct freezer clean-outs regularly**
- **Shut off fume hood sash when not in use**
- **Power off equipment when not in use**
- **Report leaky faucets to engineering**
- **Minimize production of chemical waste when possible**

If you find that your lab's practices could improve, start the conversation!

Waste Management

We have implemented a number of recycling programs in the building.

Object Type	Drop-off Location
Compost	We have placed compost bins in all common areas and washrooms
Ink/Toner Cartridges	There is a bin at the LKSKI Ground Floor Lobby Security Desk
Styrofoam Boxes	There is a bin at LKSKI Loading Dock. Smaller than 20" x 20" x 20", by Medstore
Batteries	There is a container at the LKSKI Ground Floor Lobby Security Desk
E-Waste/Hardware	You may contact the Helpdesk at x. 5751
Fridge/Freezer	Call x. 5080 or Complete an Engineering Request

If you are ever uncertain of what goes where, you may use [this helper tool](#), or consult any of the signs placed around the waste bin areas in office spaces or labs. If you do not see an item, or are unsure, please contact researchfacilities@unityhealth.to with a description and a photo, and we will do our best to assist you!

