

GOLF CART PROCEDURES

The BRC has four golf carts available to trained Rice staff, faculty and students for travel to and from main campus. Golf carts can be reserved at the BRC security desk between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday. BRC security specialists will not make cart reservations by phone. Rice users must make their reservations in person and complete the checkout form located at the BRC security desk. Carts can be reserved for up to 1.5 hours at a time. After usage, users must return carts to the designated storage area located on the NW corner of University and Main Street and PLUG IN the charging cord into an electrical outlet.

NOTE: Golf carts should NOT be used to transport hazardous chemicals or materials. For information related to chemical safety, please refer to the following EHS link: http://safety.rice.edu/Chemical_Safety/Chemical_Splash/

BRC BICYCLE POLICY

This week two more supplemental bicycle racks will be installed in Section "C" of Level B3 in the BRC parking garage. These racks are conveniently located in close proximity to the garage elevators in a well-lit area, provide shelter from the elements, and are under closed circuit television surveillance. Bicycles are not allowed in the building, only in the BRC garage. In order to use these bike racks, BRC tenants are simply required to WALK their bicycle through the first floor lobby area and then take one of the two parking garage elevators (NOT the freight elevator) to the B3 level of the parking garage. Simply reverse this procedure when leaving and use the BRC main entrance to exit the building. For information regarding bicycle safety and to register your bicycle online, please visit the following link: <http://www.rice.edu/bikesatrice/>.

NOTE: Bicycles and/or pedestrians CANNOT ride or walk along any of the BRC parking garage ramps under any circumstances. In addition, all bicycles secured in this area must be properly registered with RUPD.

ELEVATOR GUIDELINES

Freight Elevator Usage

The freight (or service) elevator is intended for use by construction, custodial and maintenance personnel, as well as for deliveries. The freight elevator is also designated as the only approved means to transport chemicals and/or experiments from lab to lab within the BRC facilities. The freight elevator is NOT intended to be the primary means for tenants to enter/exit the building. Please be mindful that every tenant using the freight elevator to enter/exit the building is essentially adding extra travel time for BRC custodial and maintenance staff to complete their standard duties.

Passenger Elevator Usage

All tenants are expected to use the main elevator lobby to travel from the public floors (1 and 2) to the higher floors (3 to 10). Furthermore, the parking garage elevators are intended to be used for travel from the public floors (1 and 2) to the BRC garage (B1 to B3). While this may take a few extra minutes of your time, these guidelines help to alleviate unnecessary passenger congestion for both construction and delivery personnel required to use the freight elevator, as well as for custodial and maintenance staff transporting carts and equipment.