

# Roger Williams University

Environmental, Health & Safety

In case of emergency: contact Public Safety

Extension 3333

EHS Employee Handbook

*Version 2.1*

Last Updated: August 13, 2019

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## Emergency Contacts

State Police.....	(401) 444-4000
Bristol Fire Department.....	(401) 253-6912
Bristol Police Department.....	(401) 253-6900
Portsmouth Police Department .....	(401) 683-0300
Portsmouth Fire Department.....	(401) 683-1200
Coast Guard.....	(401) 253-9585
Newport Hospital.....	(401) 846-6400
Roger Williams Public Safety.....	(401) 254-3333
Bristol Harbor Master.....	(401) 683-0300

### Response/Clean-up Contractors

Clean Harbors.....	1-800-OIL-TANK
Chemical Related Emergency.....	645-8265) 24 hr.

J + K Sanitation.....	Nationwide Emergency Number
Sewer Related Emergency.....	(401) 440-5332

### Notification

#### Rhode Island Department of Environmental Managements

General Information (Standard Business Hours.....)	(401) 222-4700
Office of Emergency Response (24 Hours).....	(401) 222-3070

U.S Environmental Protection Agency.....	1-888-372-7341
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### Department of Environmental Health & Safety Contacts

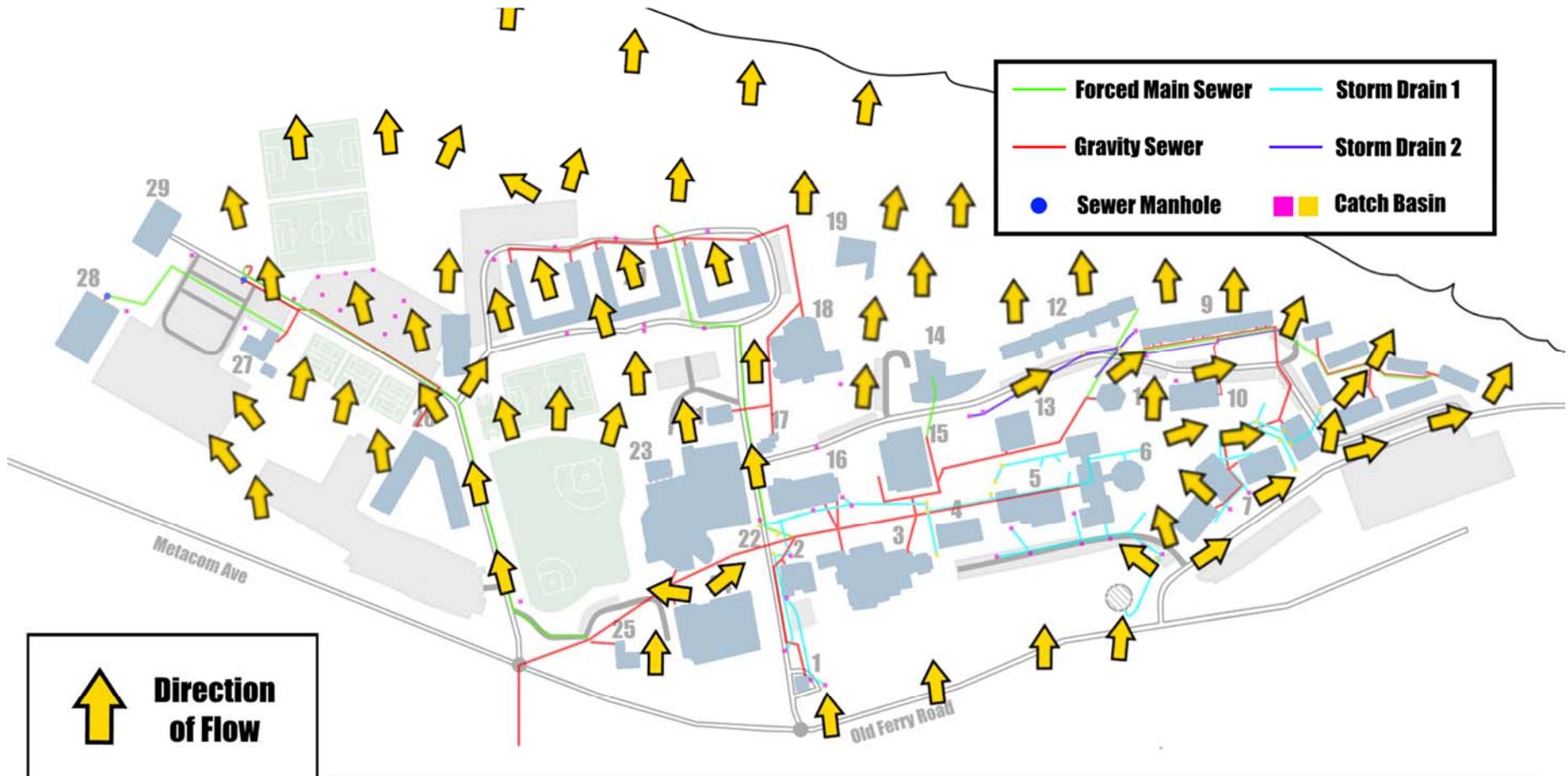
#### Kathy Souza, Director Environmental Health and Safety

Office Phone.....	(401) 254-3494
Cell.....	(401) 952-4694
Fax.....	(401) 254-3790

#### Kayla Dagwan, Coordinator Environmental Health and Safety

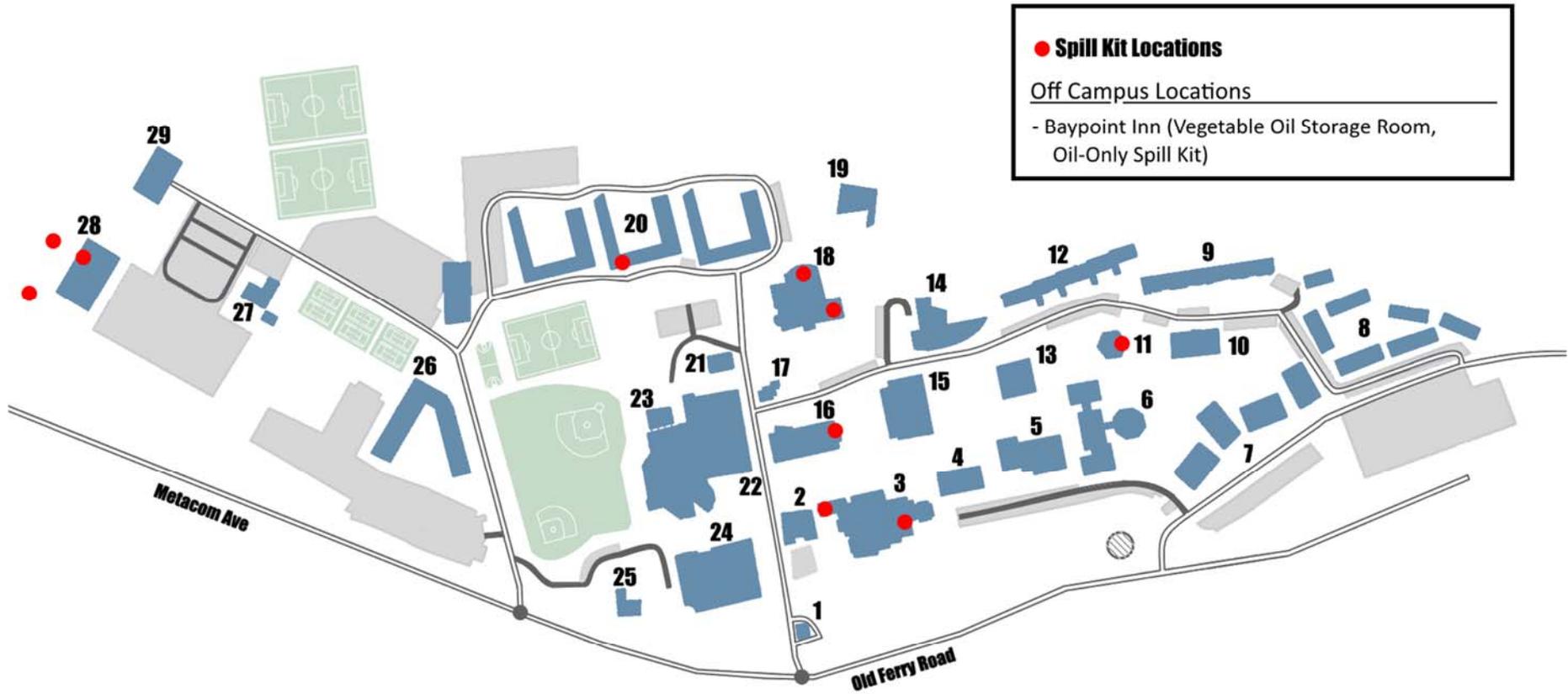
(Chemical and Industrial Hygiene)

Office Phone.....	(401) 254-3781
Cell Phone.....	(401) 255-8062
Fax.....	(401) 254-3790



# Roger Williams University- Spill Trajectory

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
<b>2</b> - Alumni & Admission Center	<b>12</b> - Maple Hall	<b>22</b> - Campus Recreation Center
<b>3</b> - School of Architecture, Art and Historic Preservation	<b>13</b> - Gabelli School of Business	<b>23</b> - ELS Language Center
<b>4</b> - Administration Building	<b>14</b> - Global Heritage Hall	<b>24</b> - School of Law, School of Education and Law Library
<b>5</b> - School of Engineer, Computing and Construction Management	<b>15</b> - University Library	<b>25</b> - Performing Arts Center
<b>6</b> - Feinstein College of Arts and Sciences	<b>16</b> - The Commons	<b>26</b> - North Campus Residence Hall
<b>7</b> - Stonewall Terrace	<b>17</b> - Global & Community Engagement	<b>27</b> - Performing Arts Annex
<b>8</b> - Willow Hall	<b>18</b> - Marine and Natural Sciences Building	<b>28</b> - Facilities, Purchasing, Public Safety Headquarters, Human Resources
<b>9</b> - Cedar Hall	<b>19</b> - Sailing & Education Center	<b>29</b> - U.S. Sailing Association Headquarters
<b>10</b> - Center for Student Development	<b>20</b> - Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)	



## Roger Williams University- Spill Containment Kit Locations

<b>3</b>	- Architecture Building (Basement Mechanical Room, Chemical Spill Kit; Photo Lab, Chemical Spill Kit)
<b>11</b>	- Fine Arts Building (2nd Floor Print Making Shop, Chemical Spill Kit)
<b>16</b>	- Dining Commons (Basement Vegetable Oil Room, Oil-Only Spill Kit)
<b>18</b>	- MNS (CORE Lab Room 203, Chemical Spill Kit; Physics Lab Room 106, Chemical Spill Kit)
<b>20</b>	- Bayside Courts (Bayside 200 Mechanical Room, Oil-Only Spill Kit)
<b>28</b>	- Facilities (Convault Tank, Oil-Only Spill Kit; EHS Shed, Chemical Spill Kit; Mechanic Shop, Oil-Only Spill Kit)

# Understanding the NFPA 704 Label

## NFPA Hazard Identification System

### BLUE Diamond-Health Hazard

- 4- Deadly
- 3- Extreme Danger
- 2- Hazardous
- 1- Slightly Hazardous
- 0- Normal Material

### YELLOW Diamond-Reactivity

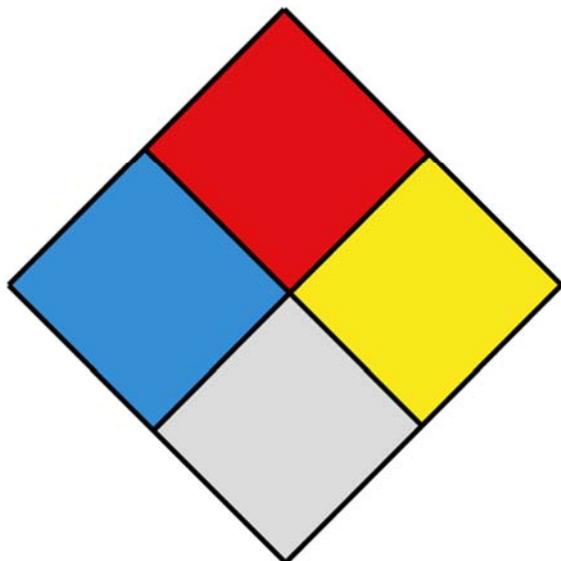
- 4- May Detonate in Normal Conditions
- 3- Shock and Heat May Detonate
- 2- Violent Chemical Change
- 1- Unstable if Heated
- 0- Stable

### RED Diamond-Fire Hazard

- 4- Flash Point Below 73°F
- 3- Flash Point Below 100°F
- 2- Flash Point Above 100°F
- 1- Flash Point Above 200°F
- 0- Will Not Burn

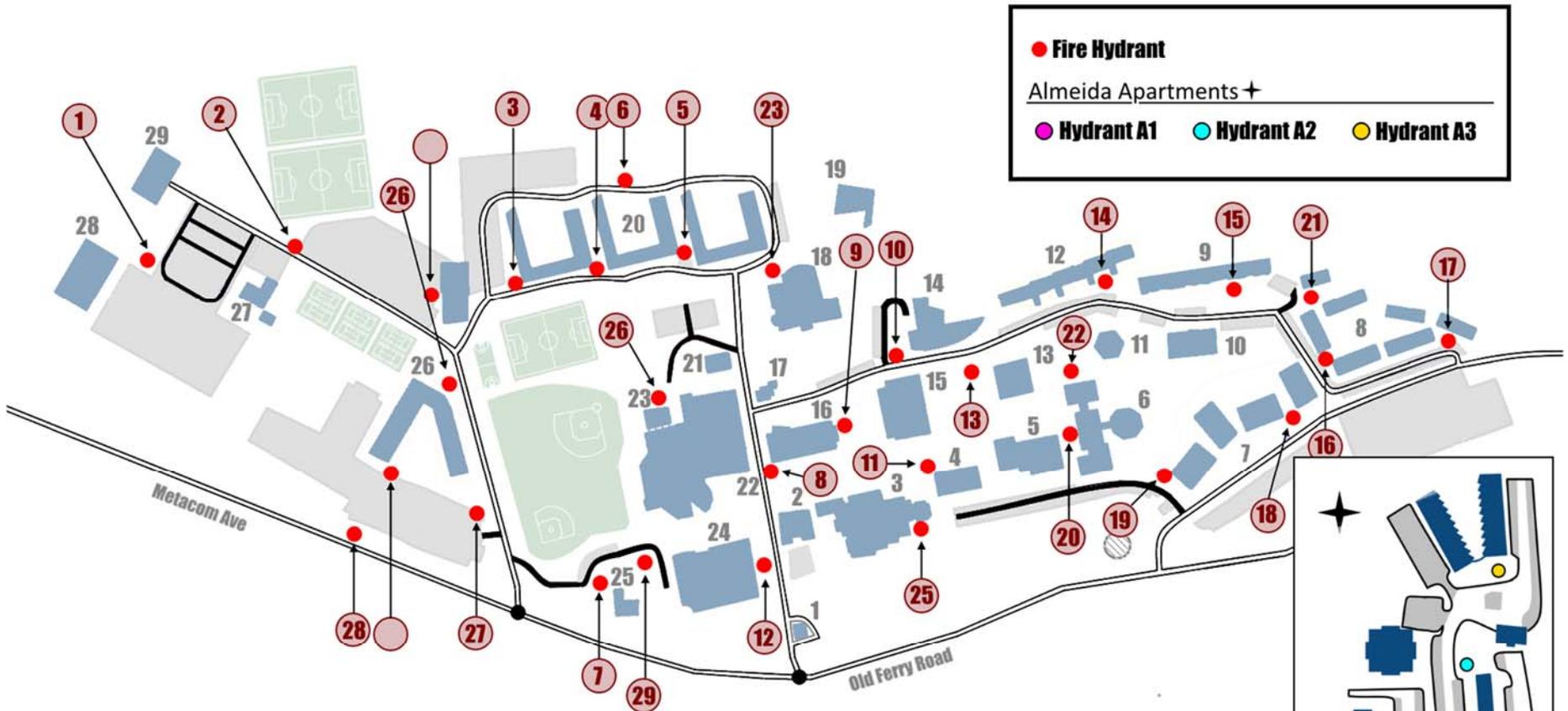
### WHITE Diamond-Special Hazard

- "ACID"- Acid
- "ALK"- Alkali
- "COR"- Corrosive
- "OX"- Oxidizer
- "☼"- Radioactive
- "W"- Use No Water



# Spill Response & Reporting Procedures

1. Remove all sources of ignition and isolate incompatible substances, if this can be done safely and without risk of chemical exposure.
2. Determine if the spill/release is incidental or non-incidental (defined below).
  - For incidental spill/releases-attempt to stop or contain the spill/release at the source without endangering yourself and others. Report the spill/release to Roger Williams University Public Safety at **254-3333**. Roger Williams University Public Safety personnel will notify the Emergency Coordinator.
  - For non-incidental spills/releases-Immediately report the spill/release to Roger Williams University Public Safety at **254-3333**. Roger Williams University Public Safety will notify who may initiate contact with spill response contractors, DEM and/or the Fire Department.
3. Isolate all potential environmental receptors including catch basins, storm drains, drains, sumps, soil, etc.
4. Report to outside agencies-the Department of Environmental Health and Safety or designee will conduct necessary reporting to outside agencies.
  - If a spill/release of oil has entered the environment-report to DEM. 24-hr Emer. Response **222-3070**.
  - If spill/release enters a storm water drain system or sewer system-also report to the Town of Bristol Waste Water Treatment Plant (the local sewer authority). **(401) 253-8817**, normal business hours or **253-6900** after 3:30 pm Monday through Friday or weekends and holidays.
  - If spill/release causes a sheen or discoloration of navigable waters or adjoining shorelines-also report to the National Response Center (NRC) Ph # **1-800-424-8802**.
5. Recover material spilled into chemically compatible containers and restore spill area to its original condition.
6. Decontaminate tools and equipment. Collect all rinsate pads and debris.
7. Under the guidance of the Department of Environmental Health and Safety, dispose of waste materials in accordance with applicable regulations and Roger Williams University procedures.
8. The Department of Environmental Health and Safety will conduct follow-up written notifications to applicable agencies.
9. The Department of Environmental Health and Safety will conduct a review of the response to the incident and revise this plan as necessary to improve response and prevent recurrence of the spill where possible.
  - If more than two 42-gallon spills occur within any 12-month period, a report must be filed with EPA and RI DEM, per 40 CFR 112.4. An incidental release is not one that does not pose a significant safety or health hazard to employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame. The properties of hazardous substances, such as volatility, toxicity, flammability, corrosiveness, etc. as well as the particular circumstances of the release, such as quantity, confined space considerations, ventilation, etc. will have an impact on what Roger Williams University employees or student at Roger Williams University is to attempt to clean up a release that involves the following:
    - a) Requires evacuation of employees of students in the area
    - b) IDLH (immediately dangerous to life and health) conditions or the potential to pose IDLH conditions.
    - c) A serious threat of fire or explosion (concentrations exceed or have the potential to exceed lower explosive limits).
    - d) Requires immediate attention because of imminent danger.
    - e) Potential high levels of exposure to toxic substances.
    - f) Uncertainty that the employees can handle the severity of the hazard with personal protective equipment and response equipment provided.



# Roger Williams University- Fire Hydrant Locations

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
<b>2</b> - Alumni & Admission Center	<b>12</b> - Maple Hall	<b>22</b> - Campus Recreation Center
<b>3</b> - School of Architecture, Art and Historic Preservation	<b>13</b> - Gabelli School of Business	<b>23</b> - ELS Language Center
<b>4</b> - Administration Building	<b>14</b> - Global Heritage Hall	<b>24</b> - School of Law, School of Education and Law Library
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<b>8</b> - Willow Hall	<b>18</b> - Marine and Natural Sciences Building	<b>28</b> - Facilities, Purchasing, Public Safety Headquarters, Human Resources
<b>9</b> - Cedar Hall	<b>19</b> - Sailing & Education Center	<b>29</b> - U.S. Sailing Association Headquarters
<b>10</b> - Center for Student Development	<b>20</b> - Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)	

# Fire System Location Information

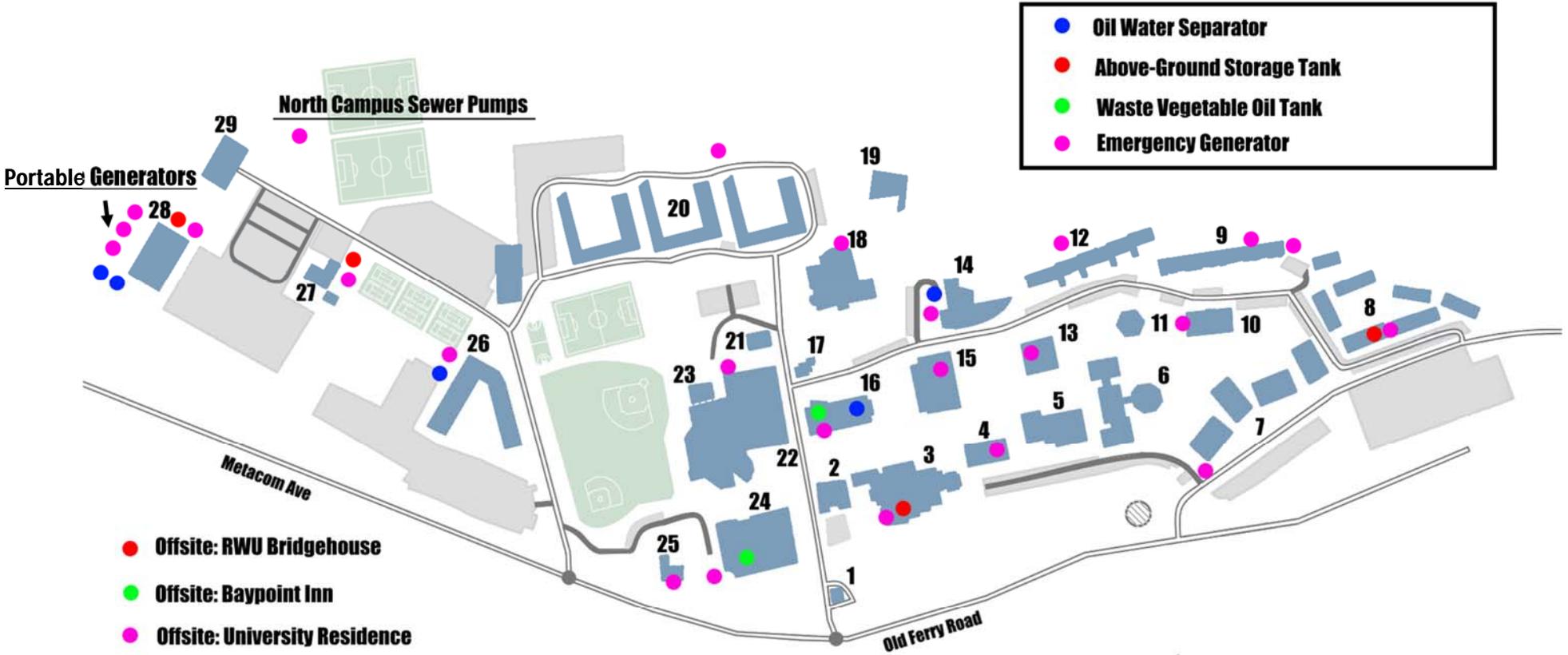
Building Name	Knox Box	Master Fire Panel	Annunciator
Administration Building	North Entrance	North Entrance	North Entrance
Admission Building	West Entrance	Basement, Electrical Room	West Entrance
Bridge House	Front Entrance	Basement, North	None
Career Center	Front of Building	Basement, North	None
Dining Commons	East Entrance	East Entrance	East Entrance
Facilities Building	Front-West Entrance	Front-West Entrance	Front-West Entrance
Global Heritage Hall	Front & Rear Entrance	Basement, Fire Panel Room	Front Entrance
Mail Building	Front Entrance	Front Entrance	Front Entrance
Recreation Center	Main Entrance	Front Lobby	Front Lobby
Student Development	Main Entrance	Mechanical Room, Northwest	Main Entrance
Main Library	Northeast Ramp	Basement, Northeast	Northeast Ramp
Guard House	None	Main Entrance	Main Entrance
ELS Building	Front Entrance	Rec Center, Front Lobby	Front Entrance
Feinstein College of Arts & Science	West Entrance	South-East Entrance	South-East Entrance
Fine Arts Building	Front Entrance	Front Entrance	Front Entrance
Marine and Natural Science	North Garage	Basement, Overhead Door	Basement, Overhead Door
MNS Learning Platform (Dock)	North Garage	None	None
MNS Pumphouse	North Garage	None	None
North Campus Classroom	None	Generator Building, North	Generator Building, North
Parking Garage	Parking Structure	Facilities, Electrical Room, East	Facilities, Front-West Entrance
Performing Arts Center	Front Entrance	Front Foyer	Front Foyer

Building Name	Knox Box	Master Fire Panel	Annunciator
School of Architecture	North Entrance	Basement, Electrical Room	Main Corridor
School of Business	Front Entrance	Basement, Exterior Stairway	First Floor, Next to Elevator
School of Engineering	East Entrance	East Entrance	East Entrance
Almeida Courts	Front Entrances to Buildings 200, 300,	Almeida Townhouse, Basement	Front Entrances to Buildings 200, 300, 400
Almeida Flats	Front Entrances to Buildings 200, 300,	Almeida Townhouse, Basement	Front Entrances
Almeida Townhouse	Front Entrances to Buildings 200, 300,	Almeida Townhouse, Basement	Front Entrances
White Cap Bayside Court	Archways	Electrical Room, South	Archways
Tide Water Bayside Court	Archways	Electrical Room, South	Archways
Sea Breeze Bayside Court	Archways	Electrical Room, South	Archways
Driftwood Bayside Court	Mechanical Room, South	Mechanical Room, South	Mechanical Room, South
Cedar Hall	Main Entrance	Outside Electric Room	Front Entrance
North Campus Residence Hall	North Entrance	Basement, Fire Alarm Room	North Entrance
Maple Hall	Unit 6, Front	Unit 6, Basement	Unit 6 & Unit 8, Rear
Stonewall Terrace Complex	Entrance to Each Building	Building 1 & Building 3, Electric Room	Building 1 (North), 2 (South), 3 (North), & 4
Willow Hall Complex	Units 13, 23, 34, 42, 52, 64, & 72 Entrances	Unit 42	Units 13, 23, 34, 42, 52, 64, & 72
School of Law	Rear Entrance	Lower Level, west door near mailroom	Lower Level, west door near mailroom
Baypoint Inn Residence Hall	Main Entrance	Front Desk	Main Lobby
Providence Campus Classroom Building	Front Entrance	Front Entrance	Front Entrance
Sailing Center	Front Entrance	Front Entrance	None
SECCM Labs	Outside Vestibule	1st Floor, Mechanical Room	Vestibule

# Fire Suppression System Information

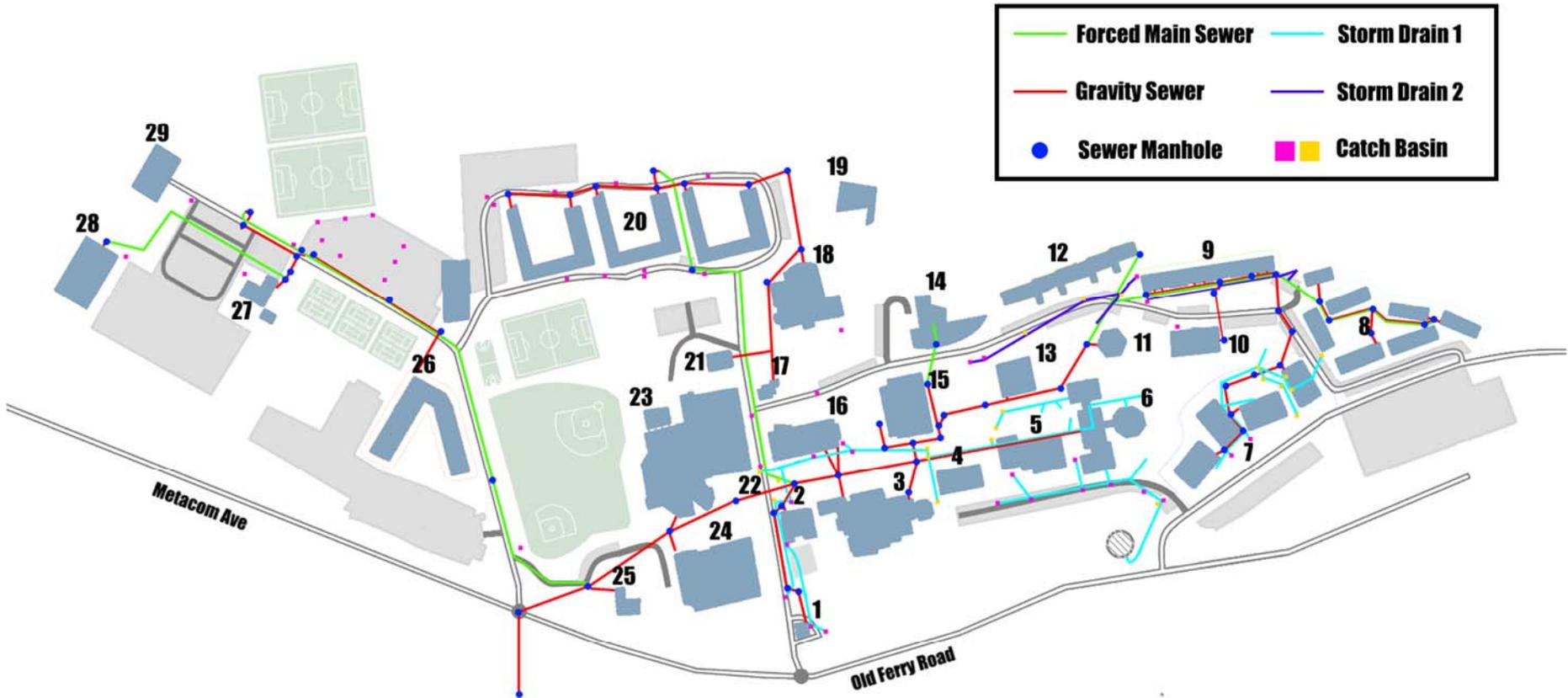
Building Name	Category/Use	# of Floors	Sprinkler System	Type of System	F Pump	B Flow	Fire Panel
Administration Building	Admin Building	3	NO	-	-	-	MIRCOM FA-1000
Admission Building	Admin Building	3	YES	Wet - 3 ITV	YES (LAW)	YES	MIRCOM FX-2000
Bridge House	Admin Building	3	NO	-	-	-	Fire-Lite Alarms MP-24
Career Center	Admin Building	3	NO	-	-	-	FCI SBP Series
Dining Commons	Student Services	3	YES	1 Wet - 1 Dry-4 ITV (Located in stairwell South on each floor)	YES	YES	MIRCOM FX-2000
Facilities Building	Admin Building	2	YES	Wet - ITV- Grounds Bay	NO	YES	FCI FC-72 Series
Global Heritage Hall	Academic Building	3	YES	1 Wet-1 Dry-9 ITV (Stairwells)	YES	YES	MIRCOM FX-2000
Mail Building	Student Services	1	NO	-	-	-	Fire-Lite MS-903 OUD
Recreation Center	Student Services	3	YES	1 Wet - 3 ITV (Located next to exit door, North by ELS, Located in each Gymnasium)	YES	YES	MIRCOM FX-2000
Student Development	Student Services	2	NO	-	-	-	FCI FC-72 Series
Main Library	Student Services	4	YES	Wet-6 ITV (Each floor (3) of Stairwells East and West)	YES	YES/ HALON	FCI FC-72 Series
Guard House	Admin Building	1	NO	-	-	-	MIRCOM FX-2000
ELS Building	Academic Building	1	YES	Wet - (ITV only)	YES (REC)	YES (REC)	MIRCOM FX-2000
Feinstein College of Arts & Science	Academic Building	2	NO	-	-	-	MIRCOM FX-2000
Fine Arts Building	Academic Building	3	NO	-	-	-	MIRCOM FX-2000
Marine and Natural Science	Academic Building	2	YES	1 Wet - ITV (Under ceiling tile in office located directly right of first floor south exit)	NO	YES	MIRCOM FX-2000
MNS Learning Platform (Dock)	Mechanical/Facilities	NA	NO	-	-	-	N/A
MNS Pumhouse	Mechanical/Facilities	1	NO	-	-	-	N/A
North Campus Classroom	Academic Building	1	NO	-	-	-	MIRCOM 200 Series
Parking Garage	Parking Structure	3	STAND PIPE	1 Dry—Manual	NO	NO	FCI FC-72 Series (Facilities Building)
Performing Arts Center	Academic Building	3	YES	Wet- ITV (Located SW 3rd Floor wardrobe room)	YES	NO	MIRCOM FX-2000

Building Name	Category/Use	# of Floors	Sprinkler System	Type of System	F Pump	B Flow	Fire Panel
School of Architecture	Academic Building	3	YES	1 Wet - 4 ITV (Rm. 143, Laser Room, Gallery/ Studio)	NO	YES	FCI 7100 Series
School of Business	Academic Building	4	NO	-	-	-	FCI FC-72 Series
School of Engineering	Academic Building	3	NO	-	-	-	MIRCOM FX-2000
Almeida Courts	Residential Building	3	YES	Wet	NO	NO	MIRCOM FX-2000
Almeida Flats	Residential Building	2	YES	Wet	NO	NO	MIRCOM FX-2000
Almeida Townhouse	Residential Building	2	YES	Wet	NO	NO	MIRCOM FX-2000
White Cap Bayside Court	Residential Building	3	YES	Wet	NO	YES	MIRCOM FX-2000
Tide Water Bayside Court	Residential Building	3	YES	Wet	NO	YES	MIRCOM FX-2000
Sea Breeze Bayside Court	Residential Building	3	YES	Wet	NO	YES	MIRCOM FX-2000
Driftwood Bayside Court	Residential Building	2	Yes	Wet	NO	Yes	MIRCOM FX-2000
Cedar Hall	Residential Building	6	YES	Wet - 9 ITV (Basement/ Each floor has two at top of stairwell)	YES	YES	MIRCOM FX-2000
North Campus Residence Hall	Residential Building	5	YES	Wet- 9 ITV (Stairwells)	YES	YES	MIRCOM FX-2000
Maple Hall	Residential Building	5	YES	Wet 1 ITV	YES	YES	MIRCOM FX-2000
Stonewall Terrace Complex	Residential Building	3	YES	4 Wet - 12 ITV (Located on each floor of each building in HVAC closet)	YES (4)	YES(4)	MIRCOM FX-2000
Willow Hall Complex	Residential Building	3	YES	7 Wet - 7 ITV ( Located in attic space of 71, 31, 61, 53, 43, 24, 11)	NO	NO	MIRCOM FX-2000
School of Law	Grad. Academic Bldg	4	YES	Wet- 1 ITV (Basement Mechanical Room)	YES	YES	MIRCOM FX-2000
Baypoint Inn Residence Hall	Residential Building	2	YES	1 Wet- 6 ITV (Anti-Freeze)	NO	YES	MIRCOM FX-2000
Providence Campus Classroom Building	Academic Building	4	YES	-	-	-	FCI 7200
Sailing Center	Academic Building	3	YES	1 Wet— No ITV	YES	YES	Gamewell S3 Series
SECCM Labs	Academic Building	3	YES	1 Wet	YES	YES	MIRCOM FX-2000



# Roger Williams University- OWS/AST/WVO/GEN Locations

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
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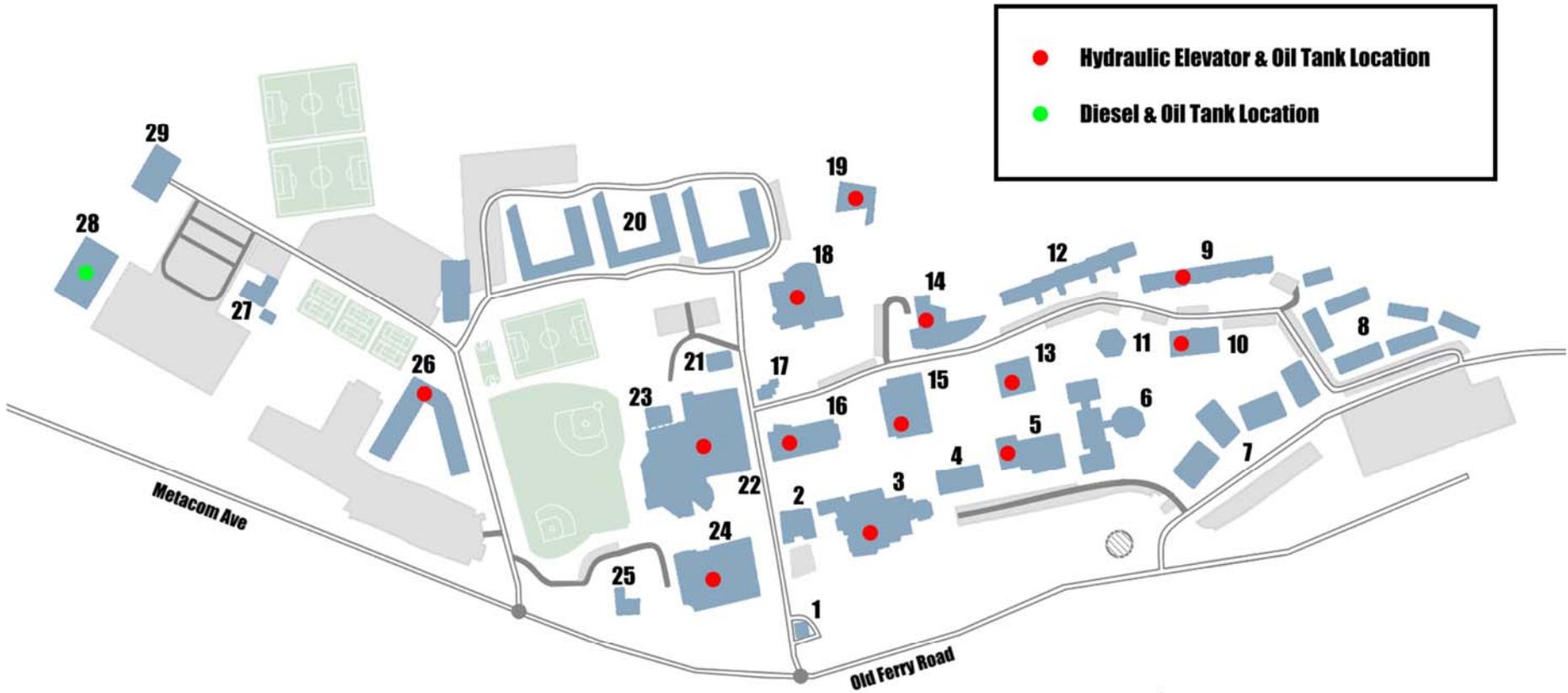
## Roger Williams University- Storm Drain and Sanitary Sewer System

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
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<b>10</b> - Center for Student Development	<b>20</b> - Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)	

## Oil Containers over 55 Gallons

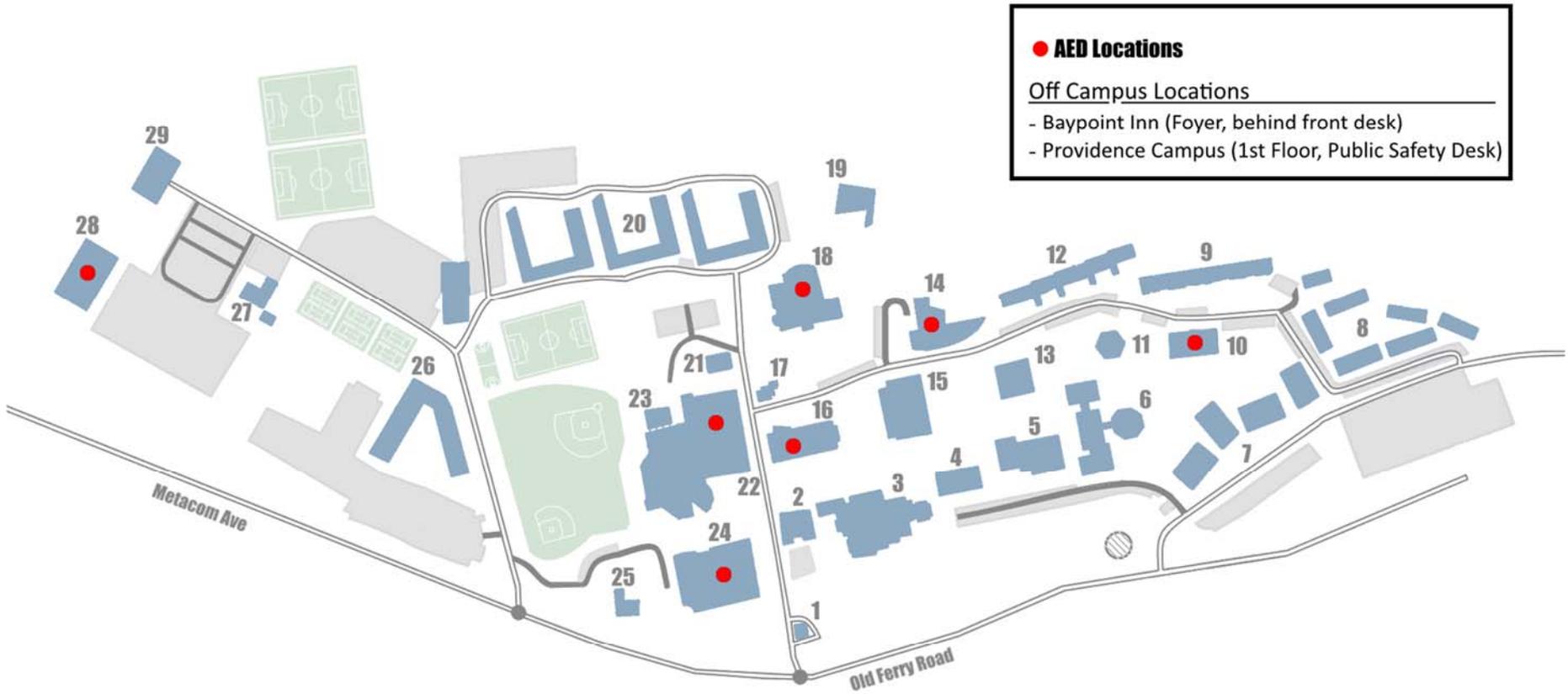
ID	Storage Capacity	Content	Description	Location
R454700	275 gallons	No. 2 fuel oil	AST/ horizontal, SW steel	Bridge House
Emergency Gen	275 gallons	Diesel	AST/ horizontal, DW HDPE inner, steel	Willow Bldg 4
Emergency Gen	150 gallons	Diesel	AST Generator Tank, DW steel	Bayside
Emergency Gen	25 gallons	Diesel	AST Generator Tank, DW steel	Architecture Bldg
Emergency Gen	600 gallons	Diesel	AST Generator Tank, DW steel	MNS Building
Emergency Gen	275 gallons	Diesel	AST Generator Tank, SW steel concrete berm	North Campus Class Building
Emergency Gen	693 gallons	Diesel	AST Generator Tank, DW steel	Library
Emergency Gen	600 gallons	Diesel	AST Generator Tank, DW steel	Law School/Rec Center
Emergency Gen	330 gallons	Diesel	AST Generator Tank, DW steel	Rec Center
Emergency Gen	1000 gallons	Diesel	AST Generator Tank, DW steel	Commons Bldg
Emergency Gen	400 gallons	Diesel	AST Generator Tank, DW steel	Cedar Hall
Emergency Gen	100 gallons	Diesel	AST Generator Tank, DW steel	Administration Building
Emergency Gen	275 gallons	Diesel	AST Generator Tank, DW steel	Performing Arts Bldg
Emergency Gen	500 gallons	Diesel	AST Generator Tank, DW steel	School of Business
Emergency Gen	330 gallons	Diesel	AST Generator Tank, DW Steel	Portable #2 (Facilities)
Emergency Gen	330 gallons	Diesel	AST Generator Tank, DW Steel	Portable #3 (Facilities)
Emergency Gen	275 gallons	Diesel	AST Generator Tank, DW Steel	Cedar Sewer Pump Station
Emergency Gen	100 gallons	Diesel	AST Generator Tank, DW steel	Student Development

ID	Storage Capacity	Content	Description	Location
Emergency Gen	700 gallons	Diesel	AST Generator Tank, DW steel	Facilities Management
Emergency Gen	330 gallons	Diesel	AST Generator Tank, DW steel	Maple Residence Hall
Emergency Gen	500 gallons	Diesel	AST Generator Tank, DW steel	North Campus Residence Hall
Emergency Gen	275 gallons	Diesel	AST Generator Tank, DW steel	Main Gate / Guard House
Maintenance Equip	500 gallons	Diesel	AST in basement, SW steel	Architecture
Elevator	55 gallons	Diesel	AST Generator Tank, DW steel	Facilities Management
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Rec Center
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Dorm 2 (Cedar Hall)
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Law School 1
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Law School 2
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Architecture Bldg
Elevator	150 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Global Heritage Hall
Elevator (2)	150 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	North Campus Res. Hall
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	School of Business
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	School of Engineering
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	MNS Building
Elevator	125 gallons	Hydraulic Oil	Reservoir (SW)/ Shaft (DW)	Library
Elevator		Hydraulic Oil		Sailing Center
Elevator		Hydraulic Oil		FCAS
Elevator		Hydraulic Oil		SECCM Labs



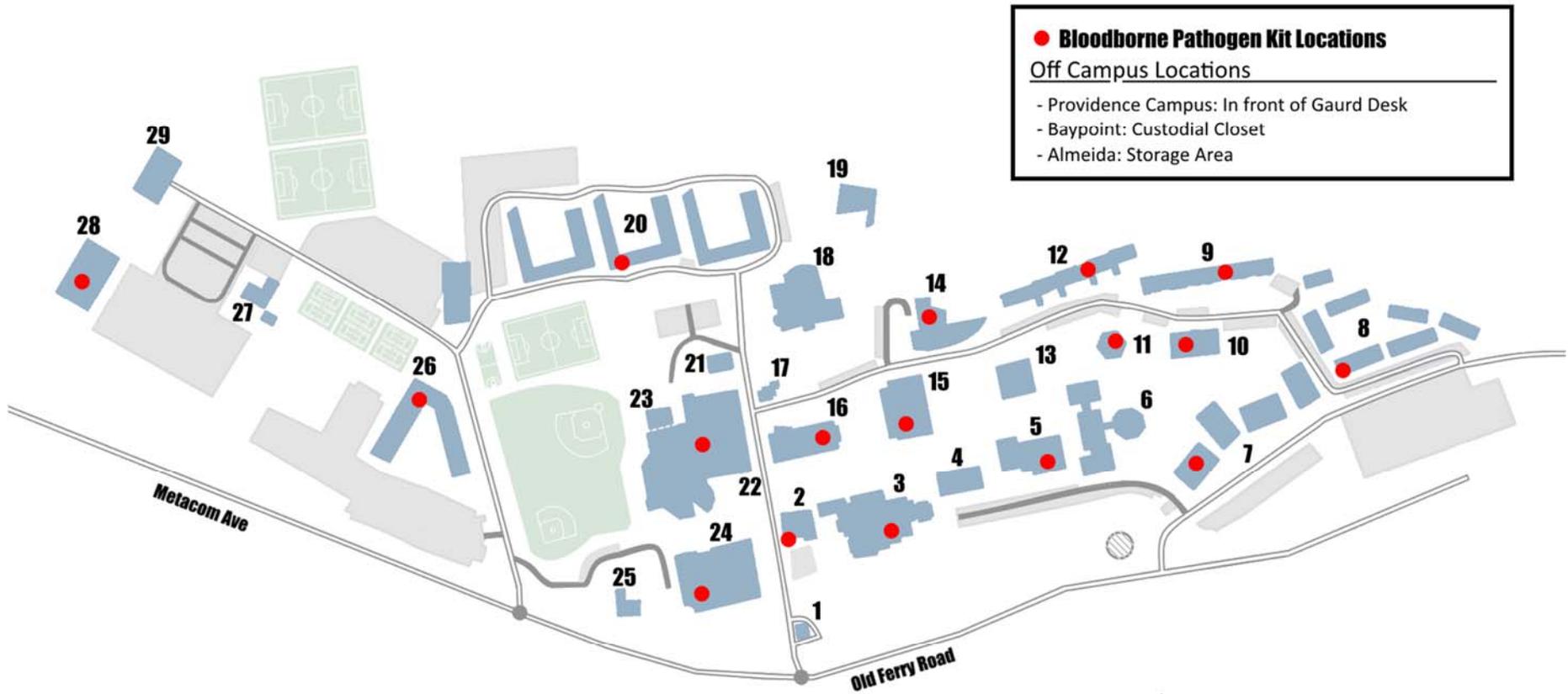
## Roger Williams University- Elevator and Oil Tank Locations

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
<b>2</b> - Alumni & Admission Center	<b>12</b> - Maple Hall	<b>22</b> - Campus Recreation Center
<b>3</b> - School of Architecture, Art and Historic Preservation	<b>13</b> - Gabelli School of Business	<b>23</b> - ELS Language Center
<b>4</b> - Administration Building	<b>14</b> - Global Heritage Hall	<b>24</b> - School of Law, School of Education and Law Library
<b>5</b> - School of Engineer, Computing and Construction Management	<b>15</b> - University Library	<b>25</b> - Performing Arts Center
<b>6</b> - Feinstein College of Arts and Sciences	<b>16</b> - The Commons	<b>26</b> - North Campus Residence Hall
<b>7</b> - Stonewall Terrace	<b>17</b> - Global & Community Engagement	<b>27</b> - Performing Arts Annex
<b>8</b> - Willow Hall	<b>18</b> - Marine and Natural Sciences Building	<b>28</b> - Facilities, Purchasing, Public Safety Headquarters, Human Resources
<b>9</b> - Cedar Hall	<b>19</b> - Sailing & Education Center	<b>29</b> - U.S. Sailing Association Headquarters
<b>10</b> - Center for Student Development	<b>20</b> - Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)	



## Roger Williams University- AED Locations

<b>10</b>	- Center for Student Development ● (Outside Health Services Office)
<b>14</b>	- Global Heritage Hall ● (Lower Level Atrium)
<b>16</b>	- The Commons ● (Adjacent 1st Floor Elevator)
<b>18</b>	- Marine and Natural Sciene Building ● (Adjacent 1st & 2nd Floor Elevator)
<b>22</b>	- Campus Recreation Center ● (Adjacent 1st Floor Elevator & Athletic Trainer)
<b>24</b>	- School of Law, School of Education and Law Library ● (Lobby, Adjacent 1st Floor Elevator)
<b>28</b>	- Facilities, Purchasing, Public Safety Headqartes, Human Resources ● (Public Safety EMS Vehicles, x2)



## Roger Williams University- Bloodborne Pathogen Kits

<b>2-</b> Alumni & Admissions Center (Custodial Closet)	<b>14-</b> Global Heritage Hall (Behind Coffee Shop)
<b>3-</b> School of Architecture, Art & Historic Preservation (Machine Shop)	<b>15-</b> University Library (Custodial Closet)
<b>5-</b> School of Engineering, Computing & Construction Management (Custodial Closet)	<b>16-</b> The Commons (Upper & Lower Kitchens, Mid & Upper Elevator Landings)
<b>7-</b> Stonewall Terrace (Stonewall IV, Custodial Closet)	<b>20-</b> Bayside Courts (Unit 200, Laundry Room)
<b>8-</b> Willow Hall (Unit 4, Custodial Closet)	<b>22-</b> Campus Recreation Center (Next to Elevator)
<b>9-</b> Cedar Hall (1st Floor, Custodial Closet)	<b>24-</b> Law School (Cafeteria)
<b>11-</b> Fine Arts Center (Machine Shop)	<b>26-</b> North Campus Residence Hall (1st and 2nd Floor Custodial Closet)
<b>12-</b> Maple Hall (Unit 4, Custodial Closet)	<b>28-</b> Facilities (Breakroom)

# Emergency Generator Information

Location	Manufacturer	Model Number	Engine Model	Serial Number	Fuel Type	Output-kW	Engine Size-HP	Fuel Cap-GAL	HIC-MMBTU/Hr	Fuel Firing Rate (GAL/HrOrCF3/Hr)	Date Onsite	Date Fired	Feed
Administration	SUPERIOR		15R121	0541573	DIESEL	15	25	100	0.2658	1.94	UNKNOWN	03-02-2006	CENTER
Almeida 300	CATERPILLAR	D150-10	C7.1	CAT00C71JWG200460	DIESEL	150	200			9.3	11/2018		
Almeida 400	CATERPILLAR	D150-10	C7.1	CAT00C71CWG200461	DIESEL	150	200			9.3	11/2018		
Almeida Flats	CATERPILLAR	D150-10	C7.1	CAT00C71HWG200501	DIESEL	150	200			9.3	11/2018		
Architecture (SAAHP)	SUPERIOR		75R131	0187572	DIESEL	75	115	200	0.8494	6.2	02-1987	04-03-1987	CENTER
Bayside 400	CATERPILLAR	DG60-2	5.7L V8	CAT0DG60KT3700298	NAT. GAS	60	80				11/2018		
Bayside	SUPERIOR		30R1131	05961143	DIESEL	30	40	200	0.3699	2.7	06-1996	07-12-1996	NORTH
Baypoint	CATERPILLAR	300	C9 ACERT	G6B24807	DIESEL	300	402	157		16.5	12-2018		NA
Cedar Hall	SUPERIOR		115R131	06041580	DIESEL	115	170	400	1.1782	8.6	07-2004	08-09-2004	SOUTH
Cedar Sewer Pump Station	SUPERIOR		40R131	08121914	DIESEL	40	85		0.435	3.178	08-2012	12-28-2012	SOUTH
Dining Commons	SUPERIOR		400R161	04061695	DIESEL	400	600	1000	4.521	33	05-2006	06-01-2006	CENTER
Facilities	SUPERIOR		240R131	12051672	DIESEL	240	360	600	2.2769	16.62	12-16-2005	12-28-2005	NORTH
FCAS / Engineering	SUPERIOR		75R431	08991280	NAT. GAS	75	115	NA	1.0185	970	10-1999	12-29-1999	CENTER
Gabelli Data Center	SUPERIOR		200R131	02071761	DIESEL	200	300	500	1.9344	14.12	02-2007	03-02-2007	CENTER
Gabelli School of Business	KOHLER		50RZ282	361812	NAT. GAS	55	75	NA	0.966	920	UNKNOWN	2002*	CENTER
Global Heritage Hall	CATERPILLAR		SR43 (G3406)	CBM00232	NAT. GAS	240	360	NA	3.0387	2,894	06-05-2009	06-05-2009	NORTH
Guard House	SUPERIOR		50R161	09071795	DIESEL	50	75	200	0.6028	4.4	10-2007	11-28-2007	SOUTH
Law School	SUPERIOR		250R161	02931030	DIESEL	250	375	600	2.9044	21.2	06-1993	08-24-1993	SOUTH
Library	GENERAC		SD250	2101282	DIESEL	250	375	700	2.9181	21.3	UNKNOWN	05-2009	CENTER
Maple Hall	SUPERIOR		150R161	01051607	DIESEL	150	225	200	1.3289	9.7	02-2005	02-18-2005	SOUTH
Marine & Nat. Sci. (MNS)	CATERPILLAR		SR4-200KW	7BF00826	DIESEL	200	300	300	2.1098	15.4	UNKNOWN	06-20-1990	NORTH
Mail Room	GENERAC		006243-0		NAT. GAS	17	23	NA	0.318	312	09-17-2013	10-2013	NORTH
North Campus Classroom	KOHLER		100R081	461491	DIESEL	100	125	275	1.1124	8.12	10-20-1976	11-04-1976	NORTH
North Residence	SUPERIOR		250R161	04091854	DIESEL	250	375	500	2.414	17.62	05-26-2009	06-16-2009	NORTH
North Sewer Pumps	SUPERIOR		55R431	02091851	NAT. GAS	55	85	NA	1.0815	1,030	UNKNOWN	05-2009	NORTH
Performing Arts	SUPERIOR		60R131	09041590	DIESEL	60	90	200	0.7261	5.3	11-24-04	04-28-2005	CENTER
Portable #01	SUPERIOR		175R131/161	030516016	DIESEL	175	260	200	1.8632	13.6	04-01-2005	04-01-2005	NA
Portable #02	SUPERIOR		125R131	08121912	DIESEL	125	190	200	1.296	9.15	08-2012	12-28-2012	NA
Portable #03	SUPERIOR		125R131	08121913	DIESEL	125	190	200	1.296	9.15	08-2012	12-28-2012	NA
President's House	SUPERIOR		25R421	11001374	NAT. GAS	25	40	NA	0.3255	310	01-2001	03-27-2001	SOUTH
Recreation Center	SUPERIOR		150R161	01031508	DIESEL	150	225	250	1.6303	11.9	06-05-2003	06-05-2003	CENTER
Stonewall	SUPERIOR		100R431	07011407	NAT. GAS	100	150	NA	1.491	1,420	08-2001	08-17-2001	SOUTH
Student Development	SUPERIOR		R30/161	12941085	NAT. GAS	30	45	NA	0.3836	1,000	01-1995	01-09-1995	SOUTH
Willow Hall	KOHLER		175R0281	130744	DIESEL	175	265	300	1.8495	13.5	UNKNOWN	1983, after June	SOUTH
Sailing Center													
SECCM Labs	CATERPILLAR	C9			DIESEL	250	450		4.62	19.4	07-24-2019		CENTER

# Campus Recycling Guide

Recyclable Material	Definition	Type of Treatment	Recycling Area/Receptacle
Commingled Recyclables	Includes: all beverage containers such as plastic bottles, aluminum cans, glass bottles and paper (all office paper (any kind of ink), paper envelopes, post-it notes, receipts, brown paper bags, legal pads, magazines, cereal boxes, phone books, and shredded paper).	There are 3 types of indoor commingled recycling receptacles on campus-tall green boxes, blue/green totes, and 55 gallon yellow drums. The outdoor receptacles are located around campus and are labeled as commingled receptacles.	Place in your building or residence hall's toter (Almeida & Bayside) or commingled recycle bin / yellow drum (offices and residence halls).
			Paper products no longer need to be placed in separate bins. Paper recycling DOES NOT include pizza boxes, food wrappings, cardboard, wax paper, plastic coated papers, transparencies, tyvek envelopes, carbon paper, photographic or blueprint paper.
Cardboard	Includes: corrugated cardboard, paper-board, and cardstock (poster-board).	Remember when disposing of cardboard materials to flatten/ breakdown any intact boxes. PIZZA BOXES and other food contaminated items are NOT recyclable!	Residence Halls and Offices: Flatten boxes and place behind trash can.
			Bayside and Almeida Apartments: Flatten boxes and place in designated area near dumpster / recycling toter.  Dining Commons and Facilities: Flatten boxes and place in cardboard dumpster.
Ballasts	Control and regulate the output of LED lights	Ballasts are liquid filled and can contain chemicals inside that are hazardous to humans and the environment. Lamp ballasts are not universal waste in Rhode Island. Lamp ballasts containing ≥ 50 ppm polychlorinated biphenyls (PCBs) must be managed as state-regulated hazardous waste in Rhode Island (RIDEM)	In order to dispose of a ballast, place a work order with Facilities Management ("Electrical").
Cell Phones	Includes: Cell phones and their associated accessories	Cell phones may be recycled on campus or off-campus.	The RWU Law School dining area (outside the bookstore) has a cell phone recycling drop site where phones can be deposited. For cell phone batteries see battery recycling guide. In addition there are many cell phone charities that can be accessed through the web.

Recyclable Material	Definition	Type of Treatment	Recycling Area/Receptacle
Mercury Containing Light Bulbs (Fluorescent, CFL, Metal Halide, Halogen)	All Non-Incandescent bulbs.	Classified as Universal Waste by the Rhode Island Department of Environmental Management (RIDEM). Since they contain certain mercury, they can't be thrown in the trash.	All non-incandescent contain mercury, so handle them carefully and do not dispose of them in the trash. For intact bulbs please bring them to Facilities.  Incandescent bulbs can be thrown in the trash
			Computers, TV's, and used electronics are classified as Universal Waste by the Rhode Island Department of Environmental Management (RIDEM). Since they contain certain chemical components they can't be thrown in the trash. These items are held at the Universal Waste recycling location (IT Department) before being recycled.
Computer Monitors, Electronics, and TV's	Includes: all TV's and computer monitors (flat screen, bubble screen, etc.) as well as electronics (DVD players, "techno trash," computer boards).	Computers, TV's, and used electronics are classified as Universal Waste by the Rhode Island Department of Environmental Management (RIDEM). Since they contain certain chemical components they can't be thrown in the trash. These items are held at the Universal Waste recycling location (IT Department) before being recycled.	In order to dispose of a computer or TV please place a work order with Facilities Management. ("Moving").
Refrigerators and Refrigerant Containing Equipment	Includes: Mini fridges, water coolers, air conditioners, and other refrigerant containing equipment	Facilities can recover the refrigerant in-house and recycle the emptied equipment through onsite or offsite recycling.	In order to dispose of a refrigerator or refrigerant containing equipment, place a work order with Facilities Management ("HVAC").
Oil & Oily Debris	Includes: cooking oil, grease oil, motor oil, oily rags, oil-based paints	Oil based products and oily debris must be collected for a third party company to pick up and properly dispose of.	In order to dispose of a refrigerator or refrigerant containing equipment, place a work order with Facilities Management ("Health/Safety").
Ink and Toner Cartridges	Cartridges are found in different kinds of printers. Laser printer use toner cartridges to print images and text, whereas inkjet printers use ink cartridges.	Dispose of ink and toner cartridges using any of the approved methods.	Approved Methods:  Use the pre-paid return label that came with the cartridge and sent it back to the manufacturer via the mailroom.
			Drop off your empty cartridges in the bin at the University Mailroom.  There are some departments and student organizations that have special cartridge collection boxes that raise money for charities. Please continue to contribute to those.

# Battery Recycling

## Definition:

The RI Department of Environmental Management classifies batteries as Universal Waste. Different kinds of batteries contain different chemicals, including potassium hydroxide, sulfuric acid, lead, nickel, cadmium, and silver. DO NOT THROW AWAY IN REGULAR TRASH!

## Common Battery Types:

**Alkaline** (AA, AAA, C, D, 9 Volt, etc.), **Lithium**, **Nickel-Cadmium**, **Lead-acid**, **Silver-oxide**, and **Nickel-metal hydride**.



**Alkaline batteries, and other single-use batteries, are not truly recyclable as most other battery types are, they should be disposed of in the regular trash.**

**RWU departments that use rechargeable lithium, nickel-cadmium, and nickel-metal hydride batteries are still collecting these for recycling (on-campus students bring to CSD for recycling)**

## Disposal:

All recycled batteries must be bagged *individually* and then placed in a marked Battery Recycle Container.

As a reminder, RWU is not a licensed transfer facility and we cannot accept any types of waste or recycling from off-campus sources, such as those used in employee's or off-campus student's homes.

Employees and students are encouraged to utilize the many government, retail, and community resources available to handle their personal electronics, battery, and appliance recycling, as well as properly disposing of any household hazardous waste they may have (common household and automotive chemicals). Here are some available resources for battery recycling information and locations:

- Rhode Island Resource Recovery Corporation
- Massachusetts Department of Environmental Protection

# Waste Management Guide

Type of Waste	Description	Disposal Management
Hazardous (Chemical) Waste	Includes: Cleaners, paints, oils, laboratory waste, photo and arts wastes, etc.	Use the lab or shop's Satellite Accumulation Area (SAA) for routine waste disposal. Chemical clean-outs and other large-volume disposals should be coordinated through the EHS office to ensure proper disposal resources are onsite. The disposal of highly hazardous wastes, such as peroxide formers, poison inhalation hazards, acutely toxic wastes, etc., should be coordinated through the EHS office, as it is safer to collect those wastes immediately rather than leave them unattended in the SAA.
Broken Glass (non-contaminated)	Includes: Broken glass stirring rods, broken glassware, etc.	These items should be gathered up using a dustpan and small hand broom and secured in a box that can be thrown out in the trash.
Broken Glass (contaminated)	Includes: glass pipettes, glass stirring rods, beakers, and other types of lab glassware. *Chemically contaminated glass contains chemical residues but is free of biological contamination. Biologically contaminated broken glass is free of chemical contamination.	Broken chemically contaminated glassware should be gathered up using a dustpan and small hand broom (located in each lab) and placed into the lab's blue 16 gallon "Chemically Broken Glassware" container. Biologically contaminated broken glass should be placed into rigid plastic containers labeled "FOR AUTOCLAVE ONLY" and auto-claved.
Biological Specimens  (Infectious and Non-Infectious)	Specimens used in biology labs	Non-infectious specimens that have been removed from their storage solution for classroom use may be double-bagged in black trash bags. Place a work order request with Facilities to pick up (x3136). DO NOT throw them into the lab trash bin.  Infectious specimens should be referred to EHS for proper disposal.
Solid and Liquid Biological Waste	Includes: Contaminated disposables such as bench paper, plastic pipettes and tips, plates, nutrient broths, agar, etc.	These items should be placed into an autoclave bag and sent for autoclaving. Waste that doesn't fit into an autoclave bag should be referred to EHS for further guidance. *Gloves should be used to handle all biological items.

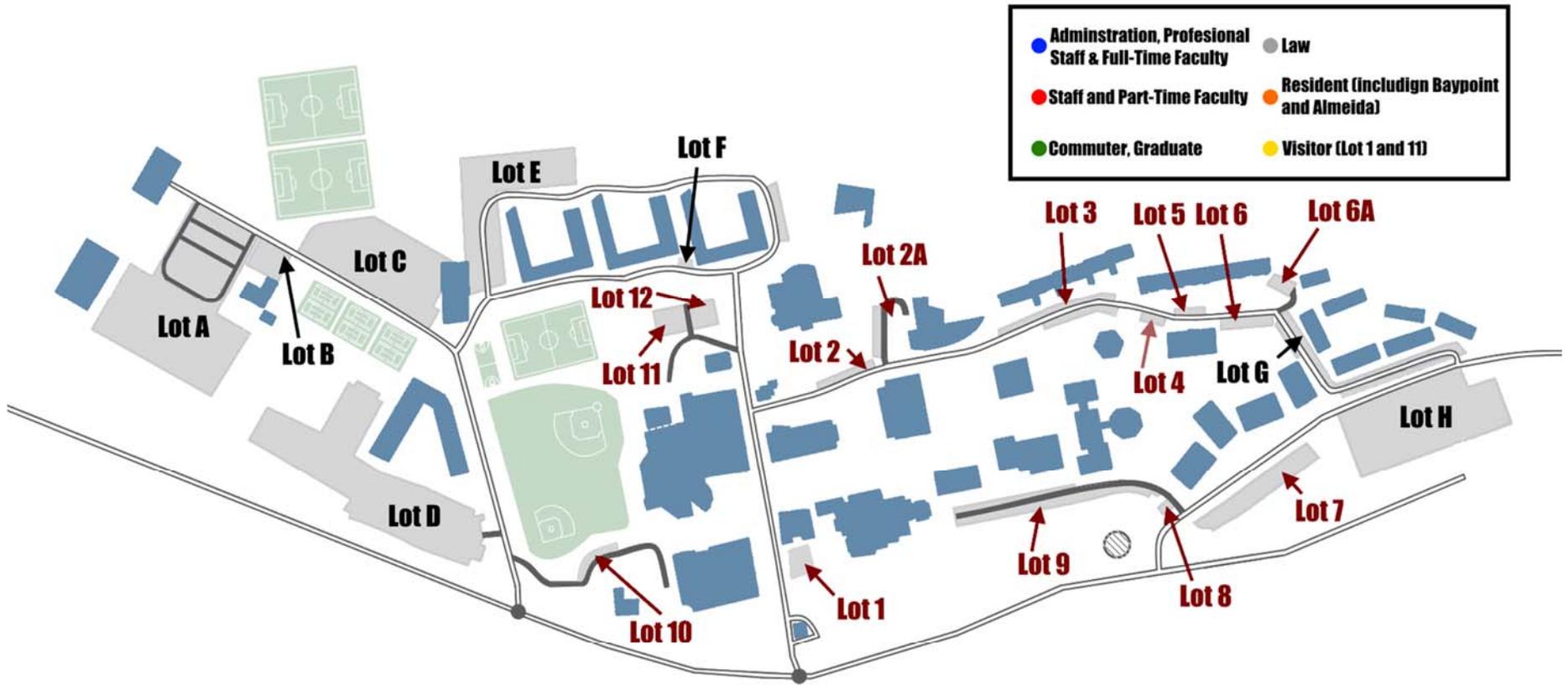
## Waste Management Guide (cont.)

Type of Waste	Description	Disposal Management
Sharps (Chemical and Biological)	Includes: Needles, razors, glass slides, slide covers, glass plates, etc.	For chemically contaminated items: Place in lab's red sharps disposal bin. Contact EHS for disposal. Contact the MNS Stockroom for a disposal bin.
		For biologically contaminated items: Place in a puncture-proof plastic container and manage as hazardous waste. Note the presence of a sharp on the hazardous waste label. Contact EHS for disposal.
Chemical / Biological Mixed Waste	Includes: Blood, tissues, or bodily fluids mixed with alcohols, biological stains, or other chemicals.	Contact EHS for chemical sterilization and disposal.
Cylinders	Includes: Smaller, non-refillable, cylinders (lecture bottles, spuds), thin walled cylinders (propane tanks for camping stoves), and refrigerant cylinders.	Cylinders need to be re-capped with any protective valve caps in which they were originally shipped.
		Make sure the original manufacturer's label is visible. Please attach the MSDS to the cylinder.  Contact EHS for disposal.
Used Gloves	All disposable gloves used in labs and shops	No gloves should be thrown in the trash, used or unused, contaminated or non-contaminated!
		For chemically contaminated: Place in lab or shop's glove disposal can.  For biologically contaminated: Place in designated "gloves-only" autoclave bag. Autoclave when full; place unopened bag in glove disposal can.

Type of Waste	Description	Disposal Management
Lab Plastics (Chemically Contaminated)	Includes: Tips, tubes, and pipettes	Chemically contaminated lab plastics should be collected and managed as hazardous waste.
Mercury Containing Devices	Includes: Thermometers, barometers, thermostats ,etc.	If device is intact: Carefully place in Ziploc baggie, seal and tape closed, and give to EHS for disposal.
		If device is broken: Immediately call Public Safety & EHS to report mercury spill.
Pesticides	Various pesticides	Roger Williams chooses to manage pesticides as hazardous waste. Contact the chemical hygiene and safety officer for proper disposal.
Blood/Bodily Fluids	Any blood or bodily fluids	See Bloodborne pathogen map for disposal locations. (Red biohazard pails). Only Bloodborne Pathogen trained employees can clean blood/fluid spills!
Aerosols	Includes: Paints, disinfectants/cleaning agents, air cans, etc.	Be sure to either CAP the aerosol or, if the cap is missing REMOVE the nozzle and plastic stem before putting the aerosol in the drum (so that it won't discharge into the drum). Disposal locations are as follows: Fine arts-Second floor studio under the spray booth, SAAHP- ARCH 100, 133,238 and Performing arts- theater shop.

**Please call EHS with any waste disposal questions:**

**Kayla Dagwan, Asst. Director of EHS (Chemical / Industrial) x3781**  
**Kathy Souza, Asst. Director of EHS (Fire / Env. Health) x3494**



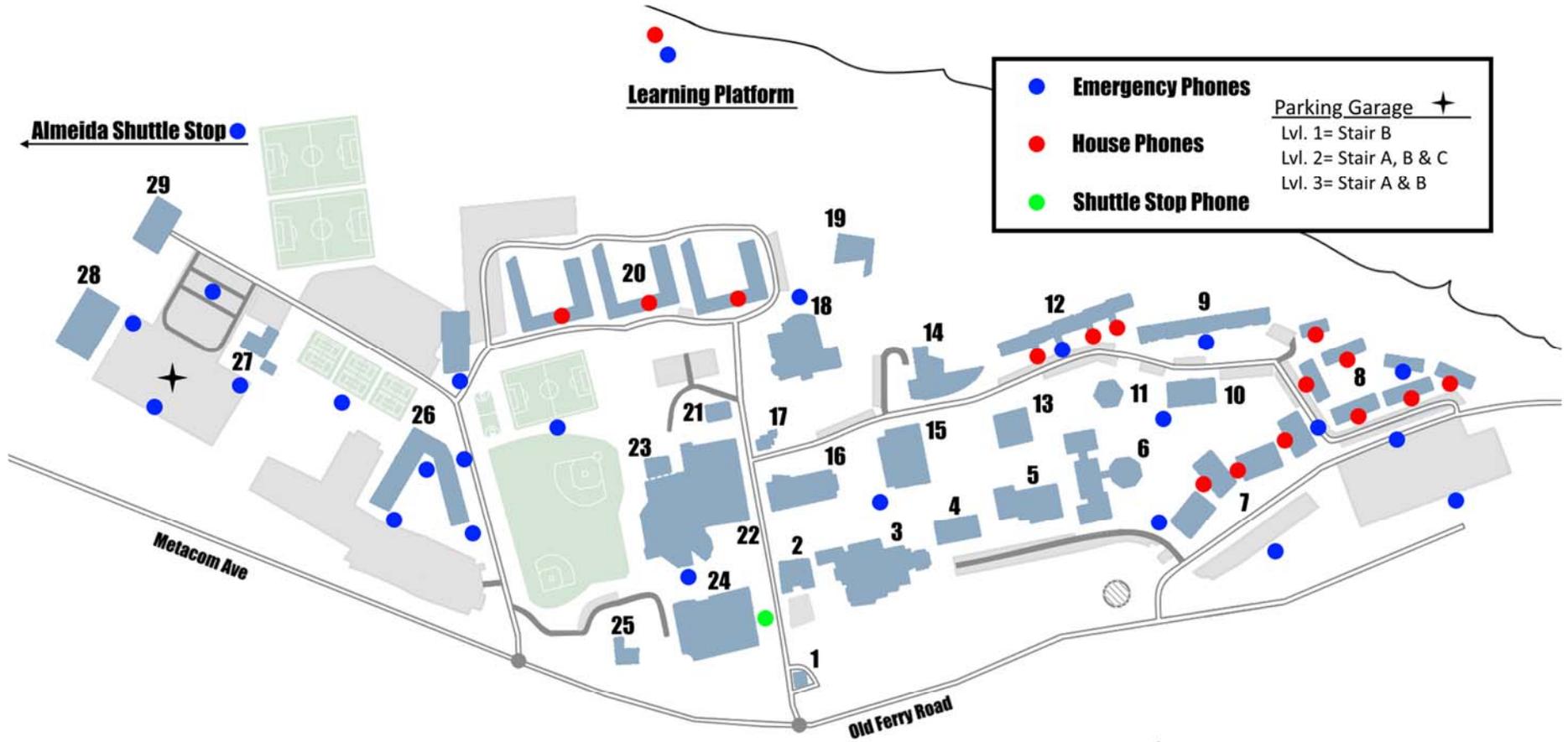
## Roger Williams University- Parking Map

<b>Lot A</b> -	● ● ● ● ● ●	<b>Lot 1</b> -	●	<b>Lot 6A</b> -	● ●
<b>Lot B</b> -	● ● ● ● ●	<b>Lot 2</b> -	30 Minute Parking	<b>Lot 7</b> -	● ●
<b>Lot C</b> -	● ●	<b>Lot 2A</b> -	● ●	<b>Lot 8</b> -	● ●
<b>Lot D</b> -	● ● ●	<b>Lot 3</b> -	● ●	<b>Lot 9</b> -	●
<b>Lot E</b> -	●	<b>Lot 4</b> -	● ●	<b>Lot 10</b> -	● ●
<b>Lot F</b> -	30 Minute Parking	<b>Lot 5</b> -	● ●	<b>Lot 11</b> -	●
<b>Lot G</b> -	●	<b>Lot 6</b> -	● ●	<b>Lot 12</b> -	● ●
<b>Lot H</b> -	● ● ●				



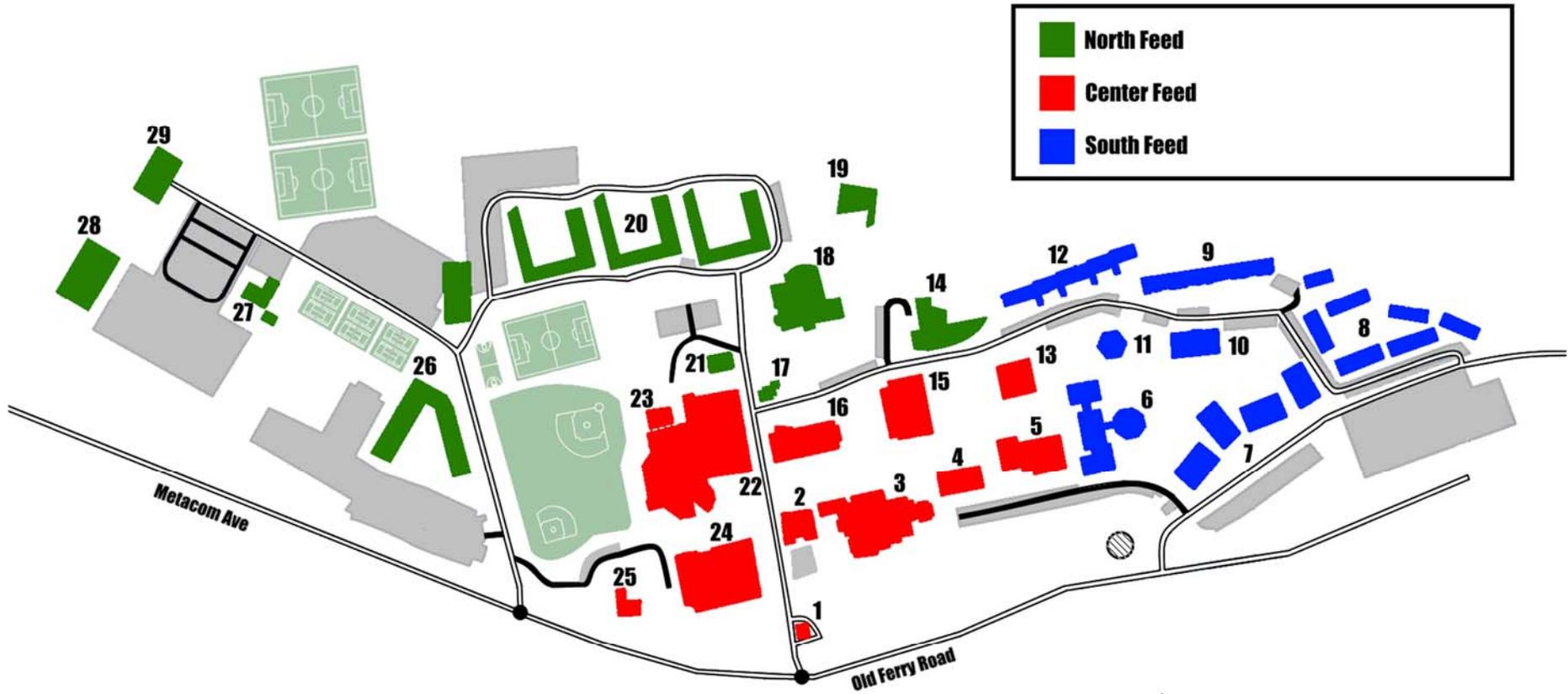
## Roger Williams University- Smoking Areas

<b>1</b> - Parking Garage: Ground Floor, Northwest Corner	<b>10</b> - Cedar Hall/Maple Hall: Gazebo between Buildings
<b>2</b> - Lot A	<b>11</b> - Will Hall/Cedar Hall: Gazebo between Buildings
<b>3</b> - North Residence Hall: Gazebo near Parking Lot	<b>12</b> - Willow Hall: Gazebo by Southern Exit of University
<b>4</b> - School of Law: Gazebo in Parking Lot, Northwest Corner	<b>13</b> - Lot H
<b>5</b> - ELS Language Center: Gazebo on the Grass	<b>14</b> - Lot 7
<b>6</b> - Bayside: Gazebos in Courtyards	<b>15</b> - Lot C: Gazebo on Grass
<b>7</b> - Marine & Natural Sciences Building: Gazebo on the Grass	<b>16</b> - Feinstein College of Arts & Sciences: Northwest Corner, Gazebo on Grass
<b>8</b> - Archeecture/Administration Buildings: Gazebo on West Side of Administration Building	<b>17</b> - Feinstein College of Arts & Sciences: Southeast corner, gazebo on grass
<b>9</b> - Stonewall Terrace: Gazebo between Stonewall & Pond	



## Roger Williams University- Outdoor Phone Location

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
<b>2</b> - Alumni & Admission Center	<b>12</b> - Maple Hall	<b>22</b> - Campus Recreation Center
<b>3</b> - School of Architecture, Art and Historic Preservation	<b>13</b> - Gabelli School of Business	<b>23</b> - ELS Language Center
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<b>5</b> - School of Engineer, Computing and Construction Management	<b>15</b> - University Library	<b>25</b> - Performing Arts Center
<b>6</b> - Feinstein College of Arts and Sciences	<b>16</b> - The Commons	<b>26</b> - North Campus Residence Hall
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<b>8</b> - Willow Hall	<b>18</b> - Marine and Natural Sciences Building	<b>28</b> - Facilities, Purchasing, Public Safety Headquarters, Human Resources
<b>9</b> - Cedar Hall	<b>19</b> - Sailing & Education Center	<b>29</b> - U.S. Sailing Association Headquarters
<b>10</b> - Center for Student Development	<b>20</b> - Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)	



## Roger Williams University- Electrical Feeds

<b>1</b> - Front Gate (Parking & Information)	<b>11</b> - Fine Arts Center	<b>21</b> - Mail Room
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