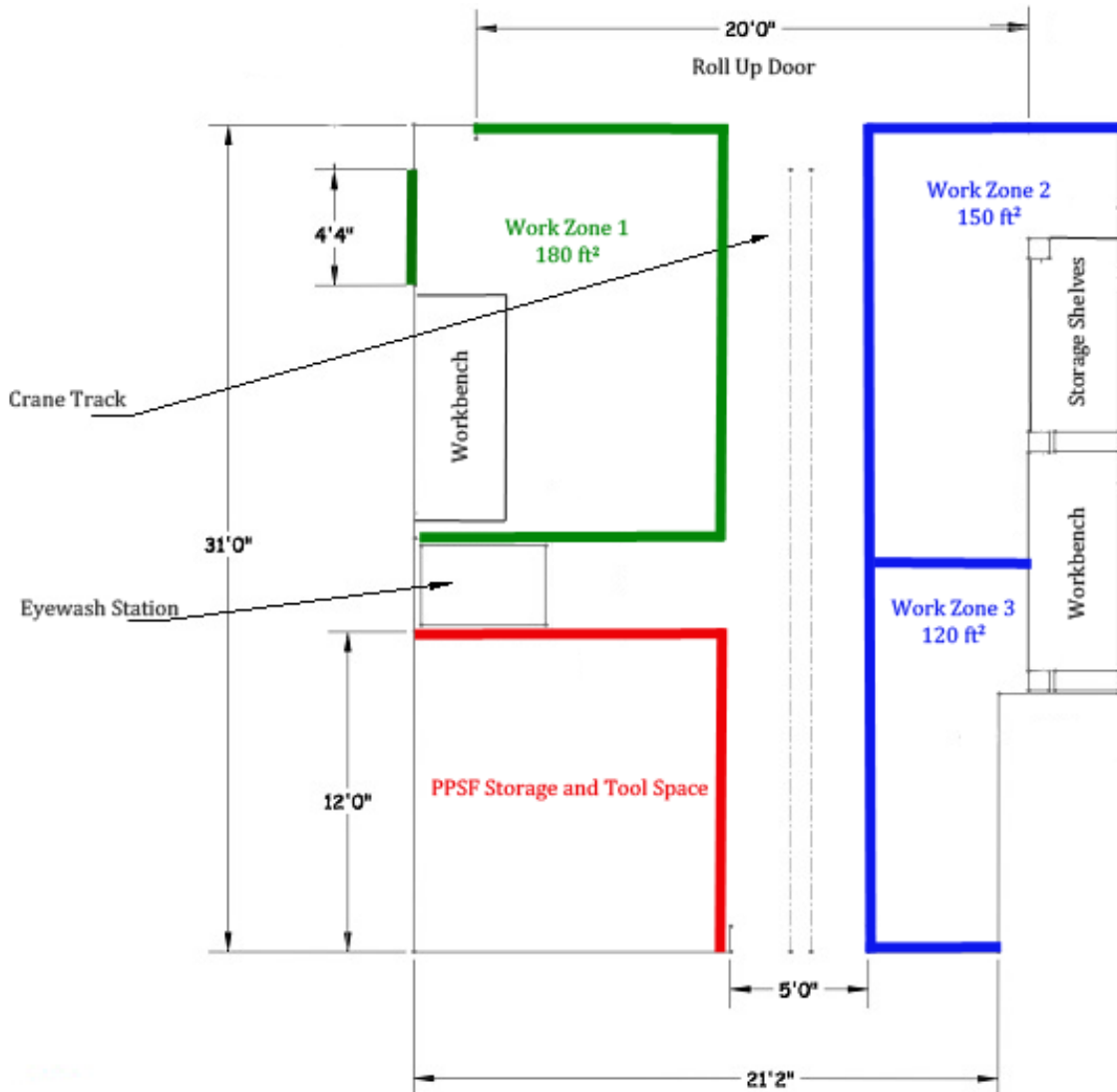


## MSB 103 Shared Use Guidelines

Use of the space in MSB 103 is for temporary staging, assembly, repair, maintenance, or testing of equipment. The space will not replace long-term storage space lost during the UHMC move. The room is divided up into three staging zones, each of which can be reserved separately, or all three can be reserved together for larger needs.



Aisles are clearly marked on the floor in yellow tape. Aisles must remain clear of obstructions---do not store anything in the aisles at the end of the workday. Additional space is demarcated in red for PPSF equipment storage, and for staging of other SOEST items. Please ensure your equipment and materials remain in the zone you reserved at the end of each workday.

**Sign-up**

Please email your space request to [ocean@soest.hawaii.edu](mailto:ocean@soest.hawaii.edu) at least one week prior to your need to occupy. Space requests will be handled on a first-come first-served basis. If you know your cruise/deployment schedule months in advance, please request your staging space as soon as possible to ensure you can reserve it. Your reservation request will be confirmed, indicating that the space is held for you.

Space requests for single zones usage spanning less than 1 week will be automatically approved, should the requested space be available. Requests for space exceeding 1 week, or covering multiple zones will be considered on a per-case basis.

**View Existing Reservations**

A schedule of all existing reservations, for all three zones within the room, as well as container staging outside MSB, is available online at:

[http://www.google.com/calendar/embed?src=hawaii.edu\\_dukvf78rmqa30katt1ohn0pl3c%40group.calendar.google.com&ctz=Pacific/Honolulu](http://www.google.com/calendar/embed?src=hawaii.edu_dukvf78rmqa30katt1ohn0pl3c%40group.calendar.google.com&ctz=Pacific/Honolulu).

**Access to MSB 103**

For access during normal business hours, please enter through the MSB shop, or through the building doors behind MSB (facing East-West Road). For access on weekends, holidays, or after-hours access, please sign-out a key from MSB 205. The key will open the rear doors to MSB, and the internal door to MSB 103. Keys must be returned the day space is vacated.

The staging space is not completely secure at all times. Users of the space are responsible for securing their articles (tools, computers, equipment) and ensuring doors are closed at the end of the day.

MSB 103 is air-conditioned. Some of the items stored in 103, and adjoining rooms, are sensitive to temperature fluctuations. Please keep the roll-up door to 103 closed, unless active loading/unloading operations are occurring or extra ventilation is needed.

**Use of PPSF Tools and Equipment**

Nothing in MSB 103 is to be considered public property. Please do not borrow tools from colleagues working in neighboring zones without permission and do not take anything from the PPSF shop space without first consulting with the shop staff. If you need their assistance with the forklift, pallet jacks, or large tools/equipment please consult the staff as you normally would.

**Trash**

Please dispose of your own waste in the dumpsters outside MSB. For disposal of large and/or bulky items, please coordinate with Phil in PPSF. Do not leave anything behind when you vacate the staging area. Do not leave waste in the loading zones outside MSB.

**Exterior Container Staging**

Temporary container staging, for loading and/or unloading of material from the staging zones can be accommodated outside MSB. Container delivery, removal, and security are the responsibility of individual projects/programs. Temporary container staging cannot exceed five working days. Both 20- and 40-foot containers can be accommodated outside MSB. Please send container-staging requests to [ocean@soest.hawaii.edu](mailto:ocean@soest.hawaii.edu) at least two weeks prior to requested start date.

**Crane Usage**

The overhead crane in 103 is operational. If you need to use it, please consult with PPSF staff to operate. Also, please coordinate with other users of the space to ensure you streamline your crane usage with their activities in the staging area.

**Exterior Wash-down Area**

Space outside of MSB is set aside for the basic cleaning and breakdown of field equipment. Please ensure all organic matter is removed from equipment outside MSB, prior to moving items in to 103. Anything removed from equipment must be disposed of. Do not leave waste material on the ground outside the building. The drain adjacent to the wash down area feeds directly to the ocean---**do not allow non-organic materials to enter the drain**. No reservation is needed to utilize the exterior wash-down area.

**Use of Paint, Resin, Fiberglass, Solvents, and other Chemicals**

Limited painting may be done outside of MSB in the wash-down area or loading zone. However, all paint stripping and sanding must be executed at the UH Marine Center, in accordance with applicable environmental regulations. Please ensure all nearby building windows and the high-bay door are closed prior to working with paint, resin, solvents, or fiberglass outside MSB. Numerous offices are connected to the HVAC system for MSB 103---anything producing noxious fumes must be used outside only, with the doors to 103 closed.