# SAFETY



Campus Safety Policy
Confined Space Entry
Policy Number: Safety 32
Supersedes: UNMC 2002
Effective Date: April 21, 1994
Revised Date: May 21, 2001
Reviewed Date: 8/31/2014

#### **UNMC CONFINED SPACE ENTRY**

# **POLICY**

This policy is intended to help employees and managers recognize a confined space and the hazard(s) it may present, and to ensure adequate safety measures are taken when entering a confined space. This policy applies to contract workers. Provisions have been made for general construction contractors. Definitions and hazards pertaining to confined space entry can be found at the end of this policy and procedure.

# **PROCEDURES**

# **Entering and Working Safely in Confined Spaces**

Employees should not enter a confined space unless it is absolutely necessary, and <u>only</u> after they have established the space is safe. A confined space is considered safe when <u>all</u> of the following conditions are satisfied:

- A. Oxygen concentration is more than 19.5% and less than 23%, by volume
- B. No flammable gases, vapors or mists at concentrations in excess of 10% of their lower exposure limit (LEL)
- C. No combustible dusts at a concentration that obscures vision at a distance of five feet or less
- D. No toxic or corrosive substances in atmospheric concentrations above their PELs specified by OSHA, ACGIH or other recognized authority
- E. All electrical circuits to the space (except those necessary for lighting) have been locked in the OFF position and tagged, see UNMC Policies and Procedures, Power Lockout

The following are the minimum procedures which should be followed prior to entering a confined space. Their proper implementation requires that employees have been trained in recognizing the hazards of a confined space and suitable oxygen or oxygen/combustible gas measuring equipment is available, properly calibrated, in good working order and the employee is able to operate the equipment (or evaluate that the testing equipment is properly operated).

 Low hazard confined space - A common reason for employees to enter a confined space is to conduct internal maintenance of a boiler. Confined spaces within most boilers are considered to be low hazard chambers. However, they must be evaluated for the following potential hazards:

Oxygen Deficiency
Engulfment by Hot Water or Steam
Flammable Vapors (On the Fire Side of Gas-fired Boilers)
Carbon Monoxide (On the Fire Side of Boilers)

- A. The boiler should be opened and ventilated as needed to remove excess heat and humidity
- B. All water, steam and fuel gas lines to (and from) the boiler should be disconnected or effectively isolated by other means, (i.e. blanking or blinding, double block and bleed).
- C. The atmosphere of the boiler chamber should be tested remotely for oxygen concentration (i.e., the employee remains outside the confined space while testing the air inside); the space has adequate oxygen when the reading on the oxygen monitor is between 19.5% and 23%.
- D. The boiler should not be entered if the reading is less than 19.5% or greater than 23% oxygen. If measurements indicate levels outside of this range, the reason for the deficiency/excess should be determined and corrected, and the space should then be ventilated and retested. If the reason for the deficiency/excess cannot be determined and corrected, the space should not be entered.
- E. If entry is to be made into the fire side of a gas fired boiler or the presence of flammable gases or vapors is suspected for any reason, a combustible gas detector should be used to test the concentration of combustible gas in the space. Sampling is carried out as described in step 2 and meter reading of less than 10% of the LEL is considered acceptable. If the reading exceeds 10%, the reason for the excess should be determined and corrected. The space should then be ventilated and retested. If the reason for the excess cannot be determined and corrected, the space should not be entered.
- F. If entry is to be made into the fire side of a boiler, a carbon monoxide detector should be used to test the concentration of carbon monoxide in the space. Sampling is carried out as described in step 2, and a reading of less than 50 parts per million (ppm) is considered acceptable. If the reading exceeds 50 ppm, the reason for the access cannot be determined and corrected, the space should not be entered.
- G. The oxygen-combustible gas monitor should be switched on and brought into the confined space to continuously monitor the air while the employee is in the confined space. The monitor should be kept close enough to monitor the atmosphere the employee is exposed to, and to hear the monitor's audible warning alarms. Should the alarms on the monitor be activated, the employee MUST EXIT FROM THE SPACE IMMEDIATELY.

- H. The reason for the alarm condition should be determined and corrected. The space should be retested prior to re-entry. If the reason for the alarm condition cannot be determined and corrected, the space should not be entered.
- 2. Confined space with moderate or severe hazards For entry into all other confined spaces (other than low hazard space mentioned in the preceding section), at least one person should be assigned as an attendant on the outside of the confined space, ready to give assistance to the employee in case of emergency. No other duties should be assigned to the attendant during the time the employee is inside the confined space. Visual, voice, or signal line communication must be maintained between the employee and the standby attendant. Where practical, an approved safety belt or harness with an attached line must be used. The free end of the line must be secured outside the space. The line must be at least 2,000 pounds test. Entry into the confined space must be by permit only (see Exhibit I).
  - A. The permit is issued for a particular space, for a definite period of time, and for a particular purpose.
  - B. A check off will be provided to make certain all procedures to make the space safe for entry, such as purging, ventilating or isolating the space, have been performed (including locking out of equipment and a check for engulfment hazards).
  - C. Pre-entry atmospheric testing (including for oxygen) must be signed off as completed by a qualified person.
  - D. The permit will list all required safety equipment (including personal protection) and special tools (e.g. non-sparking tools).
  - E. The permit form will name the standby attendant and assure that a pre-planned rescue procedure is in place.

# **Rescue and Emergency Services Procedures**

Rescue and emergency services shall be contacted by phone or two-way radio by calling **9-5555.** Omaha Fire Department personnel will be called by Campus Security to respond in an emergency. At <u>no</u> time can non-emergency personnel enter a confined space for rescue purposes.

The project supervisor or Manager of Maintenance and Utilities will inform the Omaha Fire Department of the hazards they encounter when called upon for rescue services.

- To facilitate non-entry rescue, retrieval systems or methods will be used whenever an authorized entrant enters a permit space, unless this would increase risk or would not assist the rescue. Retrieval systems will meet the following:
  - A. Each authorized entrant will use a chest or full body harness with a retrieval line.
  - B. The other end of the retrieval line will be attached to a mechanical device or fixed point outside the permit space so that rescue can begin as soon as it becomes necessary.

C. If an injured entrant is exposed to a substance for which an MSDS sheet or other similar written information is required, that sheet or written information will be made available to the medical facility treating the exposed entrant.

# **EMPLOYEE TRAINING**

All employees who may be required to enter confined spaces (as defined in section 2 above) in the course of their work should be provided a copy of the Confined Space Entry policy. They should read and become thoroughly familiar with its content.

# **DEFINITIONS PERTAINING TO CONFINED SPACE ENTRY**

**Attendant** - an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties as assigned (see Exhibit III)

**Confined space** - a space not intended for continuous occupancy by people; has limited openings for entry and exit, has one or more of the following characteristics:

- a. limited natural ventilation
- b. contains, or could produce, dangerous air contaminants
- c. has the potential for engulfment by particulate matter or by a liquid.

Examples of a confined space are: (See Exhibit VII)

- a. manhole, tunnels, ditches or pits over four feet deep, vaults, air handling units, incinerators, ductwork;
- b. tanks, boilers, cold storage facilities, chimneys, crawl spaces, steam pipes;
- c. any area of such physical configuration from which a person would have difficulty in escaping should an emergency occur.

**Contract worker** - any person employed by someone other than the University of Nebraska Medical Center (UNMC) to perform work on UNMC property or equipment

**Emergency** - any occurrence (including failure or hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants

**Engulfment** - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system, or that exerts enough force on the body to cause death by strangulation, constriction, or crushing

**Entry** - the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space. Entrant's responsibilities are indicated in Exhibit IV.

**Entry Permit (permit)** - the written or printed document that is provided by the employer to allow and control entry into a permit space, and that contains the information specified in this policy (see Exhibit I)

**General Contractors** - those contracted to perform services for a specific project as outlined in the contract documents

**Non-permit Confined Space** - a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm. However, a non-permit confined space can become a permit-required confined space when the conditions, equipment and/or the process inside the space changes.

**Oxygen Deficient Atmosphere** - an atmosphere containing less than 19.5% oxygen by volume

**Oxygen Enriched Atmosphere** - an atmosphere containing more than 23.5% oxygen by volume

#### HAZARDS OF A CONFINED SPACE

# 1. Atmospheric hazards

- A. **Oxygen deficiency or excess:** The human body functions normally when the air we breathe contains 19.5 23% oxygen. If the air has less than 19.5% or more than 23% oxygen, injury or even death can result.
- B. **Flammable gases or vapors:** A confined space that has a flammable gas, vapor or mist at a concentration in excess of 10% of its lower explosive limit\* is considered to be hazardous. Also hazardous is an atmosphere that has airborne combustible dust at a concentration that obscures vision at a distance of five feet or less.
  - \* Lower explosive limit (LEL): The minimum concentration of combustible gas or vapor in air below which propagation flames do not occur on contact with a source of ignition
- C. **Toxic gases or vapors:** A confined space is hazardous when it has any toxic, corrosive or asphyxiant substance in an atmospheric concentration above the permissible exposure limit (PEL) specified by OSHA, ACGIH or other recognized authorities.

Confined spaces must be tested for oxygen levels. Mechanical ventilation should be used to maintain the oxygen level within the permissible range. The spaces must also be tested for flammable or toxic gases. Mechanical ventilation should be used to reduce the concentration to permissible levels, if these tests indicate the presence of hazardous levels of gases/vapors. Persons entering confined spaces must wear appropriate personal protective equipment (e. g., respirators, full body clothing) if the hazardous gas concentrations cannot be reduced to permissible levels. In some cases, supplied air respirators and even self-contained breathing apparatus may be necessary.

# 2. Electrical and mechanical hazards

Confined spaces rarely have permanent electrical service. Employees entering these spaces must usually carry a portable light source. This source should be low voltage lights with shielding cages or flashlights. If voltage higher than 24 volts is used, the equipment must be operated on a circuit equipped with a ground fault circuit interrupter.

### 3. Miscellaneous hazards

Liquids, including hazardous chemicals, may be introduced accidentally into a confined space while a person is inside it. Standard isolation procedures include:

- A. disconnecting lines entering the space
- B. inserting a blank in a line to block it completely
- C. double block and bleed (closing and locking or tagging, or both, at least two valves in the piping leading to the confined space, and locking open to atmosphere a drain valve between the two closed valves)

Additional hazards are created when any "hot" work (e.g. welding repairs) is performed inside a confined space. Welding fumes must be exhausted from the area and combustible materials must be removed, see UNMC Policies and Procedures, Fire Prevention in Cutting and Welding Processes.

# **UNMC Confined Space Entry Permit**

Date & Time Issued				Date & Time Expired						
Job Site/Space				Job Supervisor						
Equipment to be Worked on				Work to be performed						
Stand by Personnel										
	T									
1. Atmospheric Check (Before):	TimeOxygen	 %	>19.5	6. Entry, stand by and backup: NA Yes N - Person successfully	lo					
	Explosiv <10 Toxic	e	% LDL	completed training?						
<ul> <li>2. Source isolation: <ul> <li>Pumps or lines blinded</li> <li>Disconnected or blocked</li> <li>Lock out/Tag out</li> <li>Hot work permit</li> </ul> </li> </ul>	NA	Yes	No	- Direct reading gas monitor - Safety harness & lifeline - Hoisting equipment - Powered Communication - SCBA for entry and standby - Protective clothing - All electrical equipment listed	No					
3. Emergency Service: - Campus Security - Omaha Fire Department	9-5111 9-5555			7. Periodic atmospheric check: timeoxygen% timeoxygen						
<ul><li>4. Ventilation modification:</li><li>- Mechanical ventilation</li><li>- Natural ventilation</li></ul>	NA	Yes	No	time% time oxygen	_%					
5. Atmospheric Check (After):	Time			timeoxygen% timeoxygen	_%					
Tester's Signature:	Oxygen% >19.5 Explosive% LDL <10 Toxicppm <10			timeoxygen% timeoxygen	_%					

Communication procedures:	We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been reviewed and are understood. Entry cannot be approved if any squares are marked in the "NO" column. This permit is not valid unless all appropriate items are completed.			
Rescue procedures:	Approved by (Confined Space Supervisor)			
	Printed name	Signature		
	Reviewed by (Confined	Space Workers)		
	Printed name	Signature		
	Printed name	Signature		

This permit is to be kept at job site. Copy forwarded to the UNMC Safety Office (7150) following job completion.

# Exhibit II

### **ENTRANT'S RESPONSIBILITIES**

- 1. Performs the assigned work task
- 2. Reviews the permit before entry
- 3. Wears appropriate personal protective equipment, as required
- 4 Uses appropriate personal protective equipment, as required
- 5. Uses and attends to area and personal monitoring equipment
- 6. Pays attention to own physical reactions that could signal an unsafe condition
- 7. Maintains contact with the attendant and responds to evacuation orders
- 8. If the entrant senses any reaction to the environment he/she should signal the attendant for help, if necessary, and leave the confined space immediately

# ATTENDANT'S RESPONSIBILITIES

- Reviews permit before entry
- 2. Keeps track of who is in the space at all times
- 3. Keeps unauthorized personnel out of the area at all times
- 4. Maintains continuous communication with entrant, visual and voice, during entry
- 5. Makes sure any ventilation equipment used is working
- 6. Monitors the atmospheric testing equipment
- 7. Attends to the lifeline, if worn by the entrant
- 8. Attends to the air line, if used, to prevent tangles and kinks
- 9. Remains alert for early symptoms of danger within the space
- 10. Watches for hazards outside and inside the space
- 11. Maintains clear access to and from the space
- 12. Notifies the entrant and orders evacuation if conditions warrant, or if the permit limits expire
- 13. Is prepared to call for emergency help, if needed
- 14. Remains at the entry point unless relieved by another trained attendant
- 15. Never enters confined space for any reason

#### Exhibit IV

#### PERSON AUTHORIZING PERMIT'S RESPONSIBILITIES

Entry permits are authorized by one of the following personnel:

Director Facilities Operations and Maintenance
Director of Utilities
Manager of Utilities
Education Zone Manger
Health Care Zone Manager
Research Zone Manager
Manager Safety

The qualified person's responsibilities are:

- 1. Plan each entry. Planning includes:
  - a. Describe the work to be done
  - b. Identify the workers involved
  - c. Evaluate the hazards of the space
  - d. Perform (or arrange for) atmospheric testing and monitoring
  - e. Develop rescue plans
- 2. Make sure the permit is completed, dated, and signed
- 3. Determine the need for certain equipment
- 4. Ensure atmospheric testing
- 5. Ensure necessary procedures, practices, and equipment for safe entry are in effect
- 6. Determine (at appropriate intervals) that operations remain acceptable
- 7. Cancel the permit and terminate the work if conditions are not acceptable
- 8. Train (or provide training for) all workers on the confined space entry team
- 9. Keep records on training, safety drills, test results, equipment inspections, and equipment maintenance
- 10. Cancel the permit and secure the space when the work is done
- 11. Determine if a written rescue plan is necessary for a particular confined space entry

#### **ENTRY SUPERVISOR'S RESPONSIBILITIES**

- 1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure
- Verify (by checking the appropriate entries have been made on the permit) that all tests specified by the permit have been conducted, and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry
- 3. Terminate the entry and cancel the permit when:
  - a. The entry operations covered by the entry permit have been completed
  - b. A condition that is not allowed under the entry permit arises in or near the permit space
- 4. Verify rescue services are available and the means for summoning such services are operable
- 5. Remove unauthorized individuals who enter, or who attempt to enter, the permit space during entry operations
- Determines (whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space) that entry operations remain consistent with terms of the entry permit, and that acceptable entry conditions are maintained

#### RESPONSIBILITIES OF AND TO CONTRACTORS

When UNMC arranges to have a contractor perform work that involves permit space entry, the following responsibilities apply. UNMC staff will:

- A. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the standards set forth in this policy
- B. Inform the contractor of the elements (UNMC's experience with the space and the hazards identified) that makes the space a permit space
- C. Ensure that the contractor knows of any precautions or procedures that UNMC has implemented for the protection of employees in or near permit spaces where contractor personnel will be working
- D. Debrief the contractor at the conclusion of the entry operation regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operation

In addition to complying with the permit space requirements, each contractor who performs confined space entry will

- A. Obtain any available information regarding permit space hazards and entry operations from the contracting office
- B. Coordinate entry operations with UNMC when both have personnel working in or near permit spaces
- C. Inform UNMC of the confined space permit program that the contractor will follow, and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operations.

BUILDING	CONFINED SPACE LOCATION	TYPE SPACE	PERMIT REQIRED SPACE	NON-PERMIT REQUIRED SPACE	HAZARDS INVOLVED	DETAILS
Admin Center	1st Floor Mech Area	Tunnel		Х	Type work being performed	
Bennet Hall	Room 2003 Hallway	Crawl Space		х	Type work being performed	
Bennet Hall	Room 2003 Hallway	Crawl Space		х	Type work being performed	
Bennet Hall	Room 1001	Access to manhole under bridge	Х			nonoxide, methane gas
Bennet Hall	Room 2017	Utility Tunnel		X	Type work being performed	
Central Utility Plant	Boiler#1	water and mud drum		x	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#2	water and mud drum		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#3	water and mud drum		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#4	water and mud drum		x	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 1	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 2	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 3	Fire side		x	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 4	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Basement			х	Access in and out	
College of Nursing	!st floor mech room pit area	Elevator		х	Access in and out	

BUILDING	CONFINED SPACE LOCATION	TYPE SPACE	PERMIT REQIRED SPACE	NON-PERMIT REQUIRED SPACE	HAZARDS INVOLVED	DETAILS
College of Nursing	!st floor mech room pit area	Sump pump access	Х		Fall hazard and changing environment	
College of Nursing	!st floor mech room pit area	Air handlers		х	Access in and out of this area	
College of Pharmacy - Williams Science Hall	West lawn	Manhole	х		Electrical	
Eppley Institute	North Drive	Man hole	Х		Electrical	
Eppley Institute	South side, outside	Electrical Vault		X	Type work being performed	
Eppley Institute	Room 7004	Duct Chase		X	Type work being performed	
Eppley Institute	7 floor stairwell	Duct chase 7B1		X	Type work being performed	
Eppley Institute	7 floor stairwell	Duct chase 7005A		x	Type work being performed	
Eppley Institute	Penthouse	Catwalk		х	Type work being performed	
Eppley Science Hall	All floors, stairwell	Utility Shaft		х	Type work being performed	
Lied Transplant Center	Levels 14 & 15	Mechanical		x	Fall Hazard	
Lied Transplant Center	Northeast corner of building	Tunnel		х	Type work being performed	
Munroe-Meyer Institute	perimenter of building	Tunnel		х	Type work being performed	Tunnels run around the entire perimeter of building.
Munroe-Meyer Institute	1st floor Mech Room	Pit		х	Type work being performed	
Munroe-Meyer Institute	Level 3 outside, south	Transformer vault		х	Type work being performed	
Munroe-Meyer Institute	Level 3 outside, south	Electrical Vault		х	Type work being performed	
Poynter Hall	Room 1007	Transformer Vault		х	Type work being performed	
Poynter Hall	Room 1006	Crawl Space		х	Type work being performed	
Poynter Hall	Room 1006A	Crawl Space		x	Type work being performed	
Service Building	Security room 0004	Crawl Space		X		eing performed
Service Building	Room 1012A Print Shop	Crawl Space		X	Type work be	eing performed
University Hospital	Room 3133A	Tunnel	_	х	Type work being performed	Tunnels run around the entire perimeter of Unit 1.
University Hospital	Room 2215	Tunnel		X	Type work being performed	
University Hospital	Room 2210	Tunnel		х	Type work being performed	
University Hospital	Room 2214	Tunnel		x	Type work being performed	

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Admin Center	1st Floor Mech Area	Tunnel		х	Type work being performed	
Bennet Hall	Room 2003 Hallway	Crawl Space		x	Type work being performed	
Bennet Hall	Room 2003 Hallway	Crawl Space		x	Type work being performed	
Bennet Hall	Room 1001	Access to manhole under bridge	Х			monoxide, methane gas
Bennet Hall	Room 2017	Utility Tunnel		X	Type work being performed	
Central Utility Plant	Boiler#1	water and mud drum		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#2	water and mud drum		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#3	water and mud drum		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler#4	water and mud drum		x	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 1	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 2	Fire side		x	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 3	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Boiler # 4	Fire side		х	Dust	The UNMC Confined Space Policy, Section 1. A-H should be followed.
Central Utility Plant	Basement			х	Access in and out	
College of Nursing	!st floor mech room pit area	Elevator		х	Access in and out	

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University Hospital	Next to room 0301	Tunnel		X	Type work being performed	
University Hospital	Room 0301	Electrical Vault		X	Type work being performed	
University Hospital	Room 0301	Tunnel		х	Type work being performed	
University Hospital	Room 1332A	Tunnel to CH		х	Type work being performed	
Wittson Hall	1st Floor Maint Shop	Tunnel		X	Fall Hazard, type	of work performed
Wittson Hall	1st Floor Maint Shop	Utility Shaft		X	Type work being performed	
Wittson Hall	1st Floor Maint Shop	Utility Shaft		×	Type work being performed	
Wittson Hall	1st Floor Maint Shop	Condensate pump pit		x	Type work being performed	
Wittson Hall	1st Floor Maint Shop	Air Handlers		x	Type work being performed	
Wittson Hall	5th Floor	Air Handlers		Х	Fall Hazard	
Wittson Hall	5th Floor	Utility Shaft		х	Type work being performed	
Campus		Manholes - Sewer	х		Oxygen, sewer gases, type work performed	
Campus		Manholes - Utility		х	Type work being performed	
Campus		Air Handlers		х	Type work being performed	
Campus		Manholes - Electrical	х		Oxygen, sewer gases, type work performed	

Need to assess the following UNMC FACILITIES

East Utility Plant

Sorrell

Center for Nursing Science

DRC 1

DRC 2

Trulshen Eye

COPH

Student Life Center

**Brown Building** 

DOC

SSP

4230 Building

Home Instead

Weigel Center for Visual Rehabilitation

Student Apartments

National Strategic Research Institute OPPD Building Grounds Building