



UAMN Receiving Dock Use Protocols

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(Updated 3/2016)

Introduction

The Museum Receiving Dock is a common-use area intended for moving items into and out of the facility. This area is available for use by all Museum departments. The receiving dock is also an emergency egress route for the Gallery of Alaska. It is important that this area remain free of clutter and obstructions.

Because catered food and biological specimens enter the Museum through the receiving dock, it is critical that strict practices be observed to protect the health of museum staff and visitors.

Receiving Dock Protocols

General:

- Vehicles will not be left idling inside receiving dock bay.
- Vehicles will be loaded/unloaded immediately and removed from receiving dock bay as soon as possible.
- Storage of large items is not permitted in receiving dock bay or on receiving dock.
- Items temporarily held in receiving dock area must not block any door entering the area, emergency egress corridors or fire alarm panels on south wall.
- Work carried out in receiving dock area must not block any door entering the area, emergency egress corridors or fire alarm panels on south wall
- All crate/shipping box material disassembled on receiving dock must be removed immediately.
- If receiving dock is used for any other tasks (e.g. construction of furniture or packing a crate), all materials and tools must be removed as soon as work is completed.
- The receiving dock must be cleaned/swept after use, when necessary.

Overhead Door Use:

- The overhead door alarm is armed between 5:30pm and 8:00am, Monday through Friday and all day Saturday and Sunday.
- The overhead door alarm can be disarmed after hours and on weekends by museum personnel that have Command Authority through the Lenel Security System and who have been trained to do so by the Museum Operations Manager.

- The overhead door will not be left open when the receiving dock is unoccupied.
- The overhead door will not be left open for more than ten minutes during periods of cold temperatures (20° F or colder)

Dock Leveler and Power Hoist:

- All persons using the dock leveler or power hoist must receive training regarding their operation. Training will be provided by the Museum Operations Manager or a trained supervisor.

Biological Materials:

- All unprocessed animal remains, including material to be incinerated, must be double-bagged and placed inside a covered plastic, leak-proof, container when being moved into or out of the museum. This includes boxed specimens coming from the airport or a transfer company.
- All containers used for transferring unprocessed animal remains must be labeled, identifying the nature of the contents.
- All containers used for transferring unprocessed animal remains must be cleaned routinely, inside and outside, with a 10% bleach solution.
- Any drips or spills of biological materials must be cleaned immediately with a 10% bleach solution.

Dining Services:

- When operating after hours, Dining Services must request that Museum Visitor Services staff mask the receiving dock exterior door alarms.
- When backing a vehicle into the receiving dock, the driver must have a person outside the vehicle providing guidance.
- Dining Services will not store supplies on the floor inside the receiving dock or in the corridor outside the rear of the museum auditorium (fire code).
- Dining Services will remove/clean-up all spilled food and beverages.

Problems:

- If there is a problem with receiving area equipment, doors etc., please contact the Museum Operations Manager at 474-5358 or 388-6414.

Emergencies:

To report an emergency, use the phone, located at the receiving dock, to call **911** or **7721**.