

## CAUTION SIGN INSTRUCTIONS

### USE THE FOLLOWING PROTOCOL FOR CREATING AND POSTING CAUTION SIGNS

- There are two kinds of Caution signs: **Room Signs** and **Suite Signs**.
  - A collection of rooms within a room, or rooms accessible *only* from another room, is considered a suite.
    - Post a **Suite Sign** at each main/primary entrance.
    - Post a **Room Sign** at the entrances of the inner rooms.
  - Within a suite, only rooms that have a door **and** are used as lab spaces need a Room Sign.
  - Alcove spaces, open benches, and corridors within a suite that are identified with a room number do *not* get their own Room Sign. Their inventories are combined into and reflected on the Suite Sign for the suite listed in [MyChem](#).
  - All labs that have spaces/alcoves/corridors/inner rooms that are part of a suite must identify each space/alcove/corridor/inner room by room number on the Suite Sign for that suite.
  - Suites within a suite will *not* be listed on the same Caution Signs.
- Caution Signs must be posted at each entrance to rooms/areas with multiple entrances and show the same information.
- Rooms that are *not* used for chemical or wet lab work but are lab spaces (e.g., procedure room, microscope room, autoclave room, etc.) should have a Caution Sign, even if the chemical diamond shows only zeros and no PPE is required.

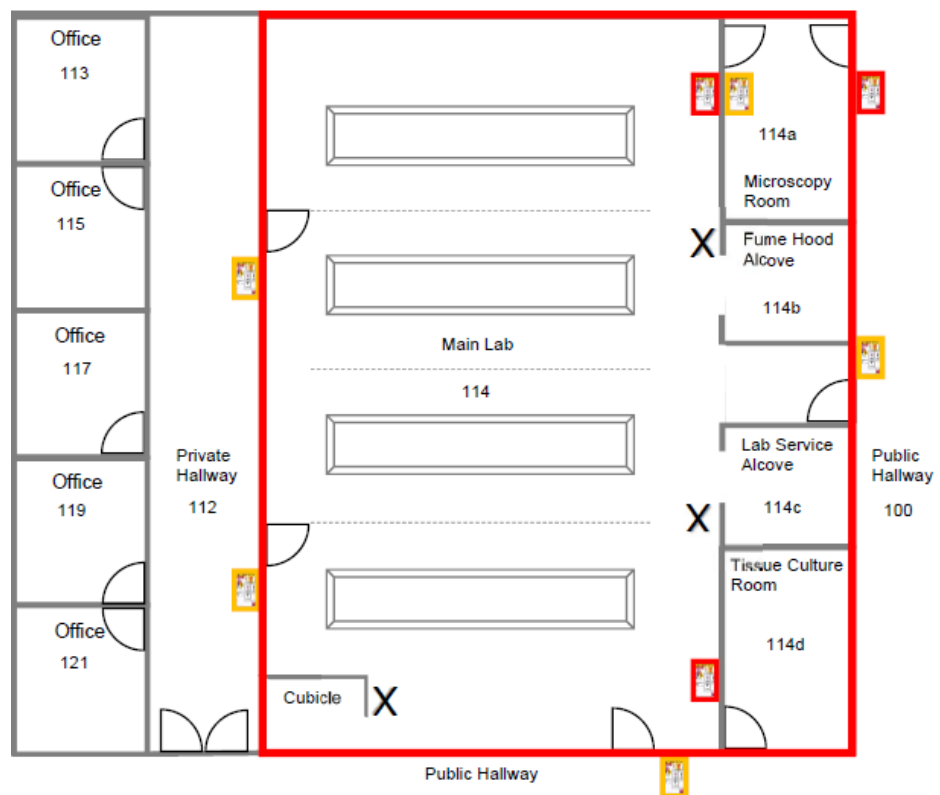
**Note:** All chemicals, compressed gases, and compressed air tanks should be listed in [MyChem](#) under the room number that corresponds with their exact location, regardless whether that room has its own Caution Sign. This applies to chemicals and compressed gas tanks located in rooms without doors, alcoves, open benches, and corridors.

More information about Caution Signs is found on the Environmental Health & Safety (EH&S) website:

- [Caution and Warning Signs page](#)
- [MyChem page](#)

Examples of Suite and Room signs are shown on the next pages.

## SUITE AND ROOM SIGNS - EXAMPLE 1



## Definition

- A suite is a group of rooms that share a door(s) from a hallway.
- The suite entrance(s) may open into a private hallway or a laboratory with doors into other rooms common to the suite including other laboratories, lab support rooms or offices.

## Caution Sign requirements



A suite must have a Suite Sign at the entry that represents the total of all hazards presented by all rooms and spaces within the suite. In the example above:

- A Suite Sign is posted at each entrance to the suite from the public and private hallways.
- A Suite Sign is posted at the entrance to the suite from the Microscopy Room.



Each room within the suite that contains or uses hazardous materials must have a Room Sign specific to that space. The Suite Sign will reflect in aggregate the hazards presented by the chemical inventories listed in all spaces as well as hazardous activities selected in the suite sign tool in [MyChem](#). In the example above, the Microscopy Room and Tissue Culture Room have Room signs posted at the entrances.



Spaces with partial walls and no door are not separate rooms for the purpose of the Caution Sign. In the example above, the open cubicle, Lab Service Alcove, and Fume Hood Alcove do not have their own Room Signs.

## SUITE AND ROOM SIGNS - EXAMPLE 2

BSL 2 room suite that is accessed only through the main suite

Large room with room numbers assigned to aisles, alcoves, and corridors

Individual lab rooms with doors to separate them from the corridor

Offices and non-lab areas



- ★ Suite sign #1 – includes all rooms/spaces shaded red
- Individual room signs – lists information only for that room within the suite
- ▲ Suite sign #2 – suite within a suite; includes all rooms/spaces shaded in blue
- Individual room signs – lists information only for that room within the suite
- Individual room signs – lists information only for that room; not part of a suite