



Archaeological Studies Program

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Memorandum No ASP GBT 2018-5

24 February 2018

For: ASP Community

From: 
Grace Barretto-Tesoro, Ph.D.
Officer-in-charge, UP-ASP

Subject: Preventing Fire Hazards

Albert Hall and Villadolid Hall house the Solheim Library, Microscope Room, Student Lounge, faculty rooms, collection holdings, workstations, and laboratories. These rooms contain books, valuable academic data, several high-technology equipment, reference collections, and artefacts. Adjacent to the Albert Hall are the Plant and Sediments Laboratory and the Human Osteology Laboratory. We hope to keep the physical environment safe and minimize the risk of fire.

ASP constituents are reminded of the following:

1. Be mindful of the voltage and wattage of any appliances before plugging them.
2. Check voltage capacity of AVRs (Automatic Voltage Regulator) before using them.
3. Check outlets before plugging anything. Other outlets are 110V, so there is still a need to convert them to 220V. Rewiring is under way.
4. Pull all plugs (aircon, laptops, computers, coffeemakers, etc.) before leaving your office and/or workstation.
5. Do not leave any cooking unattended.

I expect everyone to cooperate.

Thank you.