# B904, Storage Tents, and B947, i.e., Flex Building

- Updates on the upgrade of B904 and organization of the storage tents
- Explaining the process of sending an item and having it stored in B947

# Stasis Lab in 904, i.e., R-E26

- The assembly of the cabin by Foselev and the electrical cabling by SCE are done.







The sliding door of R-E26 is facing the roll-up door of the other RPC lab in 904.

- Foselev added more insulation materials where needed.





Ceiling of R-E26 in 904 with the preexisting insulation material.   Ceiling of R-E26 in 904 with the preexisting insulation material.   The newly added insulation material on R-E26

# Stasis Lab in 904, i.e., R-E26

- Sades started installing the HVAC ducts on the roof today.

- Lab and HVAC commissioning: 1st week of September.

- Space on the 904 wall has been made available for the box of the fire detection alarm, which will be installed at the end.

- Should we add kaba22 locks on all labs in 904?
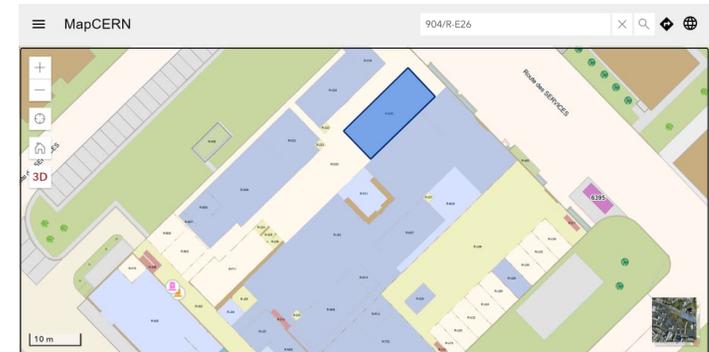


The Stasis lab is now visible on the 904 CERN map as R-E26.



Previously: RPC open area in 904.



Currently: RPC R-E26 lab in 904.

# Mezzanine in 904

- 2 shelves were installed for CSC.
- 1 more shelf will be installed for GEM to move half of their items shown here.





Previously: Mezzanine on July 07, 2022.



Currently: Mezzanine on August 25, 2022.

# HCAL Room in 904

- HCAL put 3 cabinets in the corridor behind R-M27 and will probably add more since CSC removed their cabinets from that area.

# 904: HCAL Room & DT Lab Extension

This space was occupied by CSC shelves and cabinets.



This lab was 60 m$^2$ and was used by HCAL.

Currently



The HCAL fenced room with polycarbonate transparent ceiling.



The inside of the new HCAL space.



This lab is now 80 m$^2$ and will soon be occupied by DT.

9

May M. Alali

# Tent 678

- One shelf has been installed here.

- More shelves will be installed after the HVAC ducts of the stasis lab are moved to B904, which started today.

- Submitted 7 item inquiries. Awaiting response.
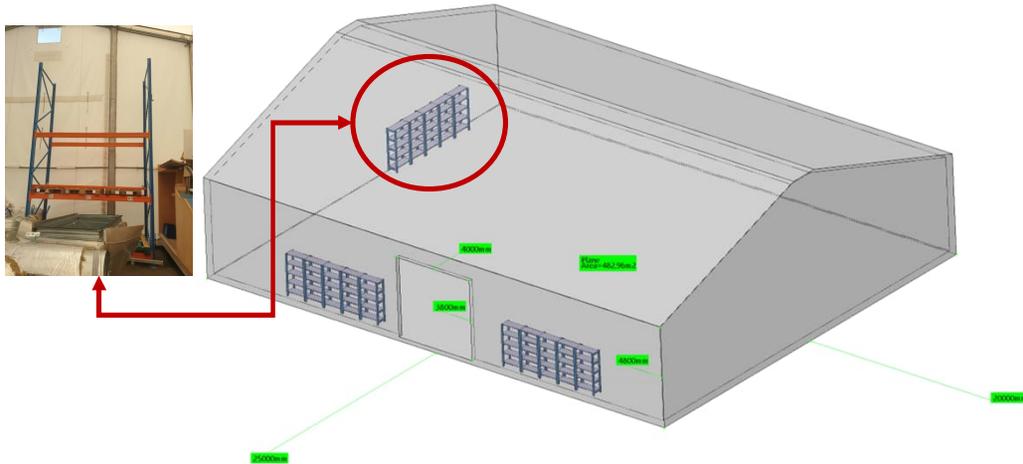


# Tent 683

- Cleared 2 shelves.

- Sent away 9 RPC items.

- 4 wooden boxes will be sent to recycling.

- Many RPC items will go back to B904 once the stasis lab is commissioned.



Tent 683 today.



Tent 678 today.

# Storage Management at B3553 (P5)



B3553 Layout - BIN system
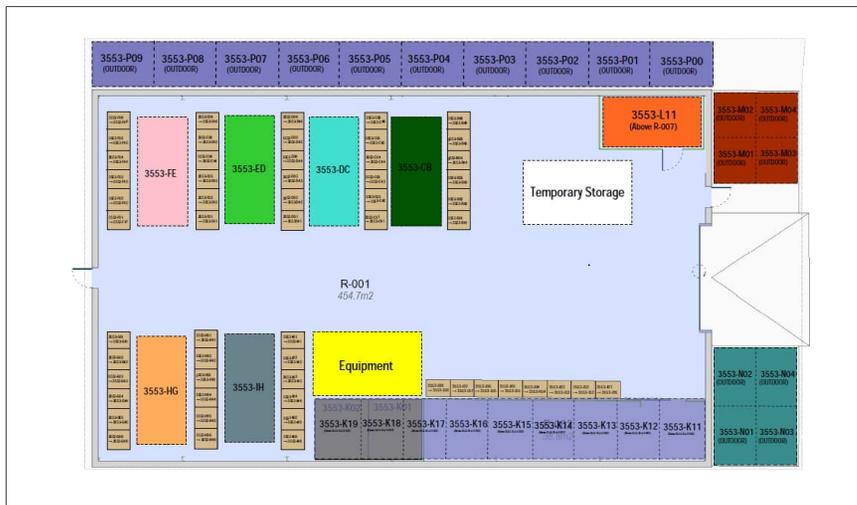
- At the stage of contacting subgroups to start labelling the equipment already in B3553

- Request for items going IN/OUT of B3553: Storage and/or Internal Transport (cern.ch)  (on EDH).



EDH request → Approval from Nadya / Lars → If accepted, transport will receive EDH request and will move item.

- Next Steps: Barcode scanner to be used when you are removing and placing items into B3553.
  (Requires current items in B3553 to be labelled)

nadya.collantes@cern.ch / zein.zebib@cern.ch

# Sample Label



3096888888
888880005
CMS-TC / Safety
/ 3 Step Ladder

Equipment ID

Equipment Description

Equipment Barcode

# Information Needed per Equipment

Required Information to label equipment
1. Description of the item in the following format Subgroup/Title of the Object.
   - Example: CMS-TC/Safety/ 3 Step Ladder
   - Description must be indicative of the object in order to make it easy to search for the item.
2. Responsible Owner (CERN ID or name)
3. Length(cm), width(cm), height(cm), and weight(kg) of the equipment

Optional Information to label equipment
- Pictures of the equipment
- EDMS document if one already exists for the equipment

# Sending Items to the Flex Building

The process

# Request Access

- When you press on this link for the first time 1b -Storage LS3 - List of equipment - 1-All Items (cern.ch), you will see this:

- Type in that you need access to submit requests to store your items in B947, the Flex building.

- Access will be granted within 1-3 days.

espace.cern.ch

Let us know why you need access to this site.

Type your message here

Send request

# Access Granted

- Now that you have access, when you press on this link [1b -Storage LS3 - List of equipment - 1-All Items (cern.ch)](#), you will see this:

- Make sure you are on the 1b -Storage LS3 - List of equipment.

# Submit a Storage Request

- BEFORE you submit a Transport Request of your item to the Flex, you MUST first submit a storage request.

- Click on + new item.

# Submit a Storage Request

- Title: CMS [Subdetector's Name] [Item's Name]

- Storage Status: Put "To start" <span style="color:red">ALWAYS</span>

- Equipment Responsible: You can add MULTIPLE people (preferably)

- Proposed Location: Storage B947

- Type of Storage: Inside a building

- Email Address: Of the person submitting the request

- Department: EP - Experimental Physics

- Main Facility/Project: LHC CMS

- Fill in the dimensions

- Attach Pictures of your item(s) <span style="color:red">ALWAYS</span>

# Submit a Storage Request

- Exit Date: the Flex is meant to store items till LS3. Your exit date can be till then. Whatever your exit date is, whenever it approaches, you will be contacted to decide what to do with the item.
- Additional Information: Add as many details as possible.
- Status of the Request and Accepted Surface: Leave EMPTY

EAM-Kiosk

Link to Weekly Reports

NoteTechniques

Weight (kg) *

Quantity *

Packaging *

Handling

Activated *

Safety retention measures (liquid) ☐

Danger, if any

Specify the type of danger.

Entry date *

Exit date *

Origin *

Equipment category *

Additional information

Status of the request

to be filled by the LS2 project leader

Accepted surface (m2)

to be filled by LS3 team

Save    Cancel

# Submit a Storage Request

- Find an Item: You can find any item in the Flex database by writing any key word here (e.g., CMS, responsible name, your name, subgroup's name, etc.)

- In my example, I looked for "GEM" items.

# Submit a Storage Request

- Alert Me: Receive an email or mobile notifications when something changes.

# Request Approval

- Cedric Halbert, the person in charge of granting and organizing storage space in the Flex, will either approve or reject your request.
- Floor storage is full (for bulky items); shelf space is available for items on euro-pallets.
- There are no quotas per experiment/department/subgroup/. First requester, first storage granted.

# Request Approved → Time to Ship

- Submit your Storage and/or Internal Transport request: https://edh.cern.ch/Document/SupplyChain/SIT.

# Request Approved → Time to Ship

- Add in the traceability identifier field the infor code if it already exists.
- If no code exists, a common CR code will be created by the Flex people.

# Items Received in the Flex

- Once items are received, you will be informed by email.

Mon 21/06/2021 12:41

No Reply EAM

[CERN-009] Notification - EDH handled by FLEX storekeepers [alert - 10080]

To          Cedric Halbert; ■ Elsa Clerc; ■ Goran Perinic

ⓘ We removed extra line breaks from this message.

Cher/chère _____,

Ceci est pour vous informer que le document de transport (SIT) https://edh.cern.ch/Document/8738585 a été réceptionné au magasin FLEX le 21/JUN/2021. Veuillez trouver un résumé des objets reçues en fin de ce message.

Cordialement
Votre équipe SMB-SC
Phone: 160548/167105
Mail: handling-2ndline@cern.ch

----------------------------------------------------------------------------

Dear _____

This is to inform you that the transport document (SIT) https://edh.cern.ch/Document/8738585 has been handled in the FLEX store on 21/JUN/2021. A summary of the received goods is appended below,

Kind regards
The SMB-SC logistics team
Téléhone: 160548/167105
Mail: handling-2ndline@cern.ch

----------------------------------------------------------------------------

Objets avec leur code ou avec le code attribué à la reception / Equipment with its code or with the code assigned during reception:

CR-132773 -- Armoires metalliques BE/GM N°5 -- Bin/Emplacement: 09F003A,
CR-132774 -- Armoires metalliques BE/GM N°7 -- Bin/Emplacement: 09F004A,
CR-132775 -- Armoires metalliques BE/GM N°6 -- Bin/Emplacement: 09F003A,
CR-132776 -- Armoires metalliques BE/GM N°2 -- Bin/Emplacement: 09F001A,
CR-132777 -- Armoires metalliques BE/GM N°1 -- Bin/Emplacement: 09F001A,
CR-132778 -- Armoires metalliques BE/GM N°4 -- Bin/Emplacement: 09F002A,
CR-132779 -- Armoires metalliques BE/GM N°3 -- Bin/Emplacement: 09F002A,
CR-132780 -- Armoires metalliques BE/GM N°8 -- Bin/Emplacement: 09F004A

# Retrieve an Item

- To retrieve an item/items, press on this link: https://cmmsx.cern.ch/SSO/kiosk/, and you will see this:
- Click on "FLEX".

# Retrieve an Item

- To retrieve an item/items, click on REQUEST.
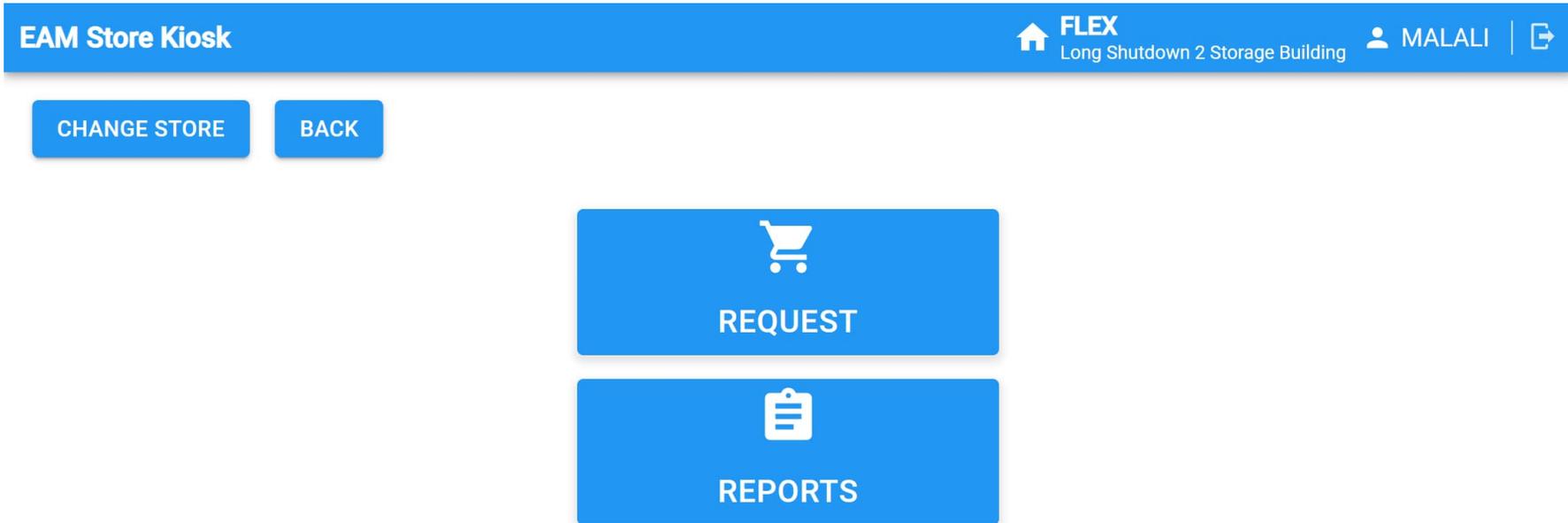
# Retrieve an Item

- There are many filters that help you find your item.

# Retrieve an Item

- Type in "Responsible" the LAST NAME of the person responsible or their USERNAME for example.

# Retrieve an Item

- Type in where you want to receive your item and tick "Transport Required".

# Item Retrieval: Email Confirmation

- Once the retrieval request is made, a confirmation email will be sent to the requester.
- In our example, the request was made on 23/08/2022, and the delivery to B904 is promised to happen no later than 29/08/2022, i.e., within a week from the request date.

## [J-PICK-G] Notification - New request registered

**NR** **No Reply EAM**
To   May Alali; Elsa Clerc; Cedric Halbert

↩ Reply    ↩ Reply All    → Forward    ⋯
Tue 8/23/2022 8:01 PM

This is to confirm that your request to issue goods from the store

FLEX and to deliver them to the location (of) 904 no later than 29-AUG-2022 19:56

has been received. The status and details of the request can be consulted here:

https://cmmsx.cern.ch/SSO/kiosk/FLEX/outbound/picktickets/34128

Kind regards
Your SCE-SSC logistics team
Phone: 160548/167105
Mail: handling-2ndline@cern.ch

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Ceci est pour confirmer que votre demande de sortie de marchandises du magasin

FLEX et de leur livraison à l'emplacement (de) 904  au plus tard le 29-AUG-2022 19:56

a été reçu. Vous pouvez consulter les détails et le statut de votre demande ici:

https://cmmsx.cern.ch/SSO/kiosk/FLEX/outbound/picktickets/34128

Cordialement
Votre équipe logistique SCE-SSC
Téléphone: 160548/167105
Mail: handling-2ndline@cern.ch

# What Happens Next?

- The storekeepers prepare the requested item.

- If the item is classified as radioactive, an RP measurement will be triggered.

- The transport request will be created in EDH.

- Once the equipment is picked up by transport,
  - an email will be sent to the requestor to inform them, and
  - the item's location gets updated, and the status changes from "in-store" to "installed".

# Item Ready for Transport: Email Confirmation

- The retrieval request was made on 23/08/2022, and the item was prepared in 2 days to be transported from the Flex to B904.
- As the request included "delivery", a transport request was immediately generated with the email below for me as a requester to sign.

### [J-PICK-PRE] Notification - Goods prepared

**NR**   **No Reply EAM**      ↩ Reply   ↩ Reply All   → Forward   ⋯
To   May Alali; Elsa Clerc; Cedric Halbert        Thu 8/25/2022 1:57 PM

This is to inform you that the goods that you requested from the

FLEX store for 904 have been prepared and are waiting to be picked up. In case you requested the delivery, a transport request has been generated. The status and details of your request can be consulted here:
https://cmmsx.cern.ch/SSO/kiosk/FLEX/outbound/picktickets/34128

Kind regards
Your SCE-SSC logistics team
Phone: 160548/167105
Mail: handling-2ndline@cern.ch

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Ceci est pour vous informer que les marchandises que vous avez demandées au

magasin FLEX pour 904 ont été préparés et attended leur collecte. Si vous avez demandé une livraison, la demande de transport a été crée. Vous pouvez consulter les détails et le statut de votre demande ici:
https://cmmsx.cern.ch/SSO/kiosk/FLEX/outbound/picktickets/34128

Cordialement
Votre équipe logistique SCE-SSC
Téléhone: 160548/167105
Mail: handling-2ndline@cern.ch

# Thank you!

Questions