



Space Planning & Operations

Winter 2010 –2011



The Operator

The newsletter of Space Planning & Operations

A Message from the Executive Director

Dear Colleagues:

In this newsletter you will find important information regarding

- ◆ The winter break schedule of services
- ◆ Seasonal safety and security precautions for all School of Medicine occupants
- ◆ New recycling initiatives

Please review this information, and contact us if you have any feedback and/or questions.

I'd like to take a moment to acknowledge the contributions of the staff of Space Planning & Operations. The staff of Space Planning and Operations works diligently to enable and enhance the academic and research endeavors of the School of Medicine. Some of the things we do are

- ◆ Scheduling and setting up events
- ◆ Receiving and delivering packages
- ◆ Removing bio-hazardous waste
- ◆ Distributing research alcohol
- ◆ Providing AV support for classrooms
- ◆ Managing off-campus space
- ◆ Maintaining the space database
- ◆ Coordinating building operations
- ◆ Planning and coordinating space and facility alterations

Our staff is committed to supporting the SOM community in its mission, so please join me in thanking them for the work that they do.

We hope you enjoy a safe and healthy winter break and New Year. We look forward to 2011 and the opportunity to serve the School of Medicine community. We wish you all the best for the holiday season and in the New Year.

Sincerely,
Eric Weckel, AIA

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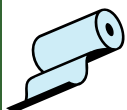
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Contact Us

Space Planning & Operations is here to serve the SOM community. If you have any thoughts or ideas on how we can better serve the community or questions relating to any of our divisions, please contact our office. We encourage and appreciate feedback. You may call the main office at 215-898-2876 or contact us via the email address below. Thank you.

planops@mail.med.upenn.edu

New Recycling Initiatives



The School of Medicine has recently initiated recycling programs for writing implements and paper towels.

Beginning immediately SoM will be recycling paper towels from all public restrooms. Look for receptacles with a blue liner. Any recyclable item can be placed in these receptacles. Non-recyclable items should be placed in other receptacles to minimize contamination. The program will be phased in over the course of the next few weeks and is expected to be fully implemented by January 3rd.

Business Services has partnered with Sanford, Office Depot, and TerraCycle to develop a pen recycling program. Not only will pens be recycled into innovative new goods, but two cents for every pen recycled will also be donated to the Penn Green Fund. Considering the size of the Penn Community, this could mean a considerable sum for sustainable projects throughout the University, so please help spread the word. This program is for all brands of markers, pens, pencils, crayons, and highlighters.

If you are interested in volunteering to become part of the writing instrument recycling program, please contact JoAnn Murphy, Director of Purchasing, at

joannmur@upenn.edu.



Important Winter Break Service Information

Winter Break Service Information Safety and Security

In our continuing effort to ensure that the School of Medicine community is provided with the safest and most secure environment possible at all times, the Division of Safety & Security will once again undertake special precautions during the winter break:

- ◆ Security staff will be on duty 24 hours a day from Friday, December 24th through Monday, January 3rd
- ◆ The Control Center and the Johnson Pavilion Security Desk will be staffed during this time period
- ◆ CRB and BRB II/III Security Desk will not be staff during winter break
- ◆ All doors that are part of the electronic access control system will remain locked during the entire winter break, commencing on the evening of December 23rd. Access key services will not be available from December 24th until January 3rd. If you have an access key emergency, please contact Darren Johnson via email darrenj@mail.med.upenn.edu.
- ◆ Normal operations will resume on the morning of January 3rd

As part of our overall effort, we ask that all faculty, staff, employees, and students working or studying during the break and requiring use of School of Medicine facilities, wear their identification card in a conspicuous manner.

The Division of Safety & Security is here to serve the Medical Center Community. However, we need your assistance to obtain the optimum level of safety and security in School of Medicine areas during the break. Take responsibility for your space; watch out for anything suspicious or out-of-the-ordinary and report it to the Control Center at 215-898-0669. Take note of any doors that should be locked but are found unsecured, and report them immediately. Either remove or secure all personal values during this period.

If you have a special request for services during the winter break, please call Safety & Security at 215-898-0196, or fax a request to 215-573-2027. Please address all such correspondence to James Atkinson, Director of Safety & Security.

Winter Break Service Information Distribution Services

SOM Distribution Services, including TRL and the Glenolden Research Facility, will be offering limited hours of operation and services during the University's special winter break.

Glenolden Research Facility:

December 27th - December 30th	Open between 8 am and 12 pm
December 24th, 31st	Closed

TRL

December 27th - December 30th	Open between 8 am and 12 pm
December 24th, 31st	Closed

Distribution Services central SOM:

December 27th - December 30th	Open between 8 am and 12 pm
December 24th, 31st	Closed



Service Adjustments

- ◆ **Alcohol Distribution:** Alcohol orders will not be processed during the break. Additionally, the Alcohol Room will be closed on Friday, December 17th. The last distribution date before the holidays will be Tuesday, December 21st. The storeroom will re-open for regular operations on Tuesday, January 4th.
- ◆ **Delivery of perishable items will not accepted or made during the winter break. If a customer needs a perishable item delivered during the break, they must arrange delivery with the delivery company and receive it directly.** Receiving will accept non-perishable packages during the break; however, they will not be delivered to customers until after the break.
- ◆ **Bio-hazardous waste** pick-ups will only be provided within the schedule noted above.

Special Events and Scheduling

The School of Medicine Office of Special Events and Scheduling (SES) would like to wish all of our customers and colleagues a holiday full of happiness, peace, and joy!

In preparation for the holiday season, please note that services will not be provided on a normal basis during the winter break, December 24th through January 2nd. Any required services during the break must be scheduled and confirmed prior to December 14th. Services provided during this time will be charged at time-and-a-half, with a four-hour minimum. Please check your calendars and cancel meetings that are not going to occur. Any non-canceled events for which services and staff are scheduled will incur a "NO SHOW CANCELLATION" charge plus the time-and-a-half overtime charges for scheduled services.

Although the holiday season is a time for fun and laughter, please remember that enjoyment can turn into disaster if proper precautions are not taken. In accordance with the Philadelphia Fire Prevention Code, please note the following prohibition and share it with your caterers, co-workers and colleagues.

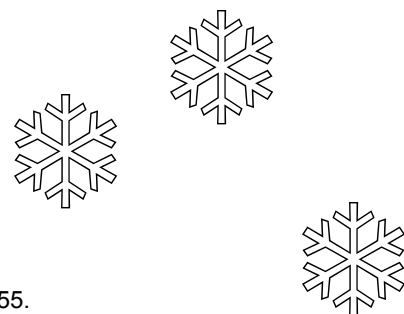
Philadelphia Fire Prevention Code sections F-402.3 and F-402.4, specifically prohibits open flame and use of portable cooking equipment. The only exceptions are for small alcohol burning devices for warming food and open burning fires in approved containers that must be at least 15 feet from a building.

In addition, all users or sponsors of events in School of Medicine facilities are required to assure that alcohol consumption for events complies with the University policy which can be found at www.vpul.upenn.edu/alcohol/policy.html; and the SOM SPO Caterer and Vendor Guidelines at www.med.upenn.edu/spo/find.html.

When planning your events, it is required that you adhere to these regulations. Any event and/or caterer found in violation of the Philadelphia Fire Code or any University or School of Medicine policy will be asked to correct the situation on-site immediately, in order to complete their service for the customer's event. However, they may be banned from future access to SOM facilities.

Tips to remember when planning your events at the School of Medicine:

- ◆ Schedule your event early
- ◆ Conduct a "walk-through" with the Special Events and Scheduling Team
- ◆ Review the catering and alcohol policies to ensure your compliance
- ◆ Party Rental equipment MUST be delivered & removed on the day of the event
- ◆ Security is a requirement for events that occur during the break



Enjoy and have fun!

If you have any questions or concerns please contact Special Events and Scheduling at 215-573-5555.

Special Events & Scheduling,

Erica, Brian, Jacqui, Felicia, Waverly, Charles, & Walker

University Policy Regarding Holiday Decorations

 In accordance with University Policy and the Philadelphia Fire Code, Section 5-3103:

Only flame-proof artificial trees and/or decorations are permitted in campus buildings. Live trees are not permitted. The use of open flames, such as decorative candles, is strictly prohibited. All decorations must be flame retardant; check tags or wrappers prior to purchase. Decorations must not be placed in front of exits.

To avoid a fire hazard and the possibility of severe electrical shock, electric light strings should not be directly attached to metallic trees or decorations. If lights are utilized, they must be from a remote source.

All lights must be tagged as having been approved by Underwriters Laboratories. Check for frayed wires, loose connections, and broken or cracked sockets; damaged sets should be discarded. All electrical decorations must be unplugged at the end of the working day – no exceptions. Many thanks in advance for your cooperation.

If you have questions, please contact Fire and Emergency Services 215-573-7857 or your Building Administrator.

Winter Break Service Hours Operations & Engineering

Administrative Office:

Closed from December 24th –December 31st

During periods when the office is not open, please refer maintenance problems directly to the University Facilities Services at 215-898-7208.

Housekeeping:

December 23rd & 24th	Minimal Coverage 7am–3:30 pm (common areas and restrooms only)
December 25th	No Coverage
December 27th & 28th	Normal service
December 29th, 30th, & 31st	Minimal Coverage 7am–3:30 pm (common areas and restrooms only)
January 1st	No Coverage

With diminished housekeeping services, we ask that you please clean up after yourself as much as possible. Perishable food items should be disposed in public trash receptacles. Trash receptacles at individual desk will not be emptied during the days with minimal coverage. Normal coverage will resume on January 3rd.