

Dear Colleague:

Welcome back to school and a very busy fall. We have a wealth of information to share with you at this time, and we hope you will read through this newsletter carefully to determine what is relevant to your needs and interests.

Briefly, we would like to share with you ongoing Space Planning & Operations planning and facilities activities. We also want you to know about a variety of new a/v equipment that is now operating at various locations throughout the School, new operating procedures in the Mail Room which have greatly improved service, and upgrades to our website which will make requests for services more convenient.

Also, look in the pages of this newsletter to get a glimpse of the tremendous amount of work accomplished by our department in the last fiscal year. You may be surprised at just how busy we are.

As you know, Space Planning & Operations is a service department. We are committed to the smooth and seamless flow of activities in all areas of our work so that your work can continue without disruption. Please feel free to contact us with any questions or issues you may have.

Thank you.



Eric M. Weckel, AIA  
Executive Director  
Space Planning & Operations

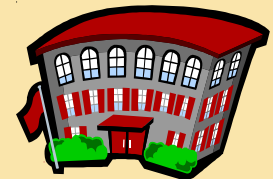
SEE PAGE 6  
ABOUT NEW EHRS TRAINING:  
**Introduction to Laboratory and  
Biological Safety at Penn**

## HIGHLIGHTS

A variety of activities and initiatives have occurred over the spring and summer, and many projects are beginning or continuing through the fall. Following is a description of some of the undertakings with which SPO is involved:

Our **Planning, Design, & Construction Group** has been very busy in recent months with many new projects. These projects include:

- ◆ A planning study by the international architecture and planning firm of Skidmore Owings & Merrill to evaluate research needs and space and recommend opportunities for development.
- ◆ Development of additional research space at the Eastern Apparatus Building located on 31st Street between Chestnut and Walnut.
- ◆ Development of additional research space at the School of Veterinary Medicine's proposed teaching and research building.
- ◆ Renovation of four rooms in Anatomy-Chemistry for classrooms.
- ◆ Renovation of 7,000 square feet of laboratory space in the 1958 Chemistry Building for the Department of Radiology.
- ◆ Assisting the Department of Pulmonary Medicine with its move from BRB II/III to the 10th floor of the Abramson Research Center.



Similarly, **Operations & Engineering** has initiated a number of long-awaited projects and studies. For example:

**ELEVATORS:** Elevators in Anatomy/Chemistry, BRB II/III, Stemmler, Richards, and other SOM buildings have occasional operating problems. To help correct some of these problems and to increase the efficiency of the elevators, a number of steps have been taken:

- ◆ Richards Building is in the process of having the passenger elevators upgraded. This upgrade is on schedule for completion by November 1, 2003

- ◆ Stemmler Hall is scheduled for new elevators. Installation should begin in November and take a period of eight months to complete.
- ◆ The elevators in BRB II/III have been the focus of much analysis and study. The passenger elevators have had new control modules installed, and their service is greatly improved. The service elevator is the subject of a study. The objective of the study is to determine what measures are necessary to upgrade the service elevator. Once its operation is smooth, passenger service will further improve and there will be more flexibility to accommodate the needs of the users.
- ◆ Anatomy/Chemistry elevator is scheduled for an upgrade to bring this unit back to its original 2,500 pound capacity.



**EMERGENCY GENERATOR:** An emergency generator was recently installed in Johnson Pavilion and became fully operational on August 1st. The generator was needed to provide emergency backup to critical research equipment. A new project has recently started to provide emergency power in John Morgan and Richards. This project should be complete by January 2004. The August blackout in many northeastern states confirms the need to provide backup emergency generators

**TREE REPLACEMENT:** In late September, the trees that line Curie Boulevard in front of BRB II/III are going to be replaced. The existing trees have all died due last year's drought. The new trees will be more drought resistant and harderier to survive to the urban conditions of the area.

As FY 04 progresses, other projects and moves will be undertaken. These efforts are all part of our continuing commitment to fulfill Space Planning & Operations' mission of providing services to enhance and enable the education and research missions of the School of Medicine.



**SPECIAL EVENTS & SCHEDULING**

We're quite certain that by now you've met Special Events and Scheduling's new Scheduling Assistant, Jacqui Thompson. Jacqui, most recently a staff member at WHYY, began her duties in our department in May. If you have not met her yet, please stop by or call to introduce yourself. She has become very knowledgeable about meetings and scheduling and would be happy to help you.

Over the summer, new lab floor conference rooms were added to the Resource 25 system. These rooms are dedicated to lab floor users and academic purposes. Thier use should ease the overall demand on shared meeting spaces.

**BELIEVE IT OR NOT!!!** It's time to start planning your holiday party!



If your department intends to celebrate the holiday season with breakfast, lunch, or dinner, we recommend you submit a "Room & Services Request" form as soon as possible. Rooms and other spaces appropriate for gatherings are in short supply at the School of Medicine. Don't be disappointed!

(The Room & Services Request form is available on our website, [http://www.med.upenn.edu/spo/spo\\_faqs.html#special\\_events](http://www.med.upenn.edu/spo/spo_faqs.html#special_events))

**BLOOD DRIVE**

**Make a note!**

**The next blood drive is scheduled for October 2, 2003 from 10:00 a.m. to 4:00 p.m. in Dunlop Lobby, Stemmler Hall.**

**Please give of yourself and give blood.**

**More information about the Blood Drive will be released shortly.**

## DISTRIBUTION SERVICES

Possibly you have noticed all the improvements in the services provided by Distribution Services since the beginning of 2003. If you have not, then read about some of the work being done in Distribution Services to provide the **best customer service** possible.

### Mail Center

The Mail Center is run by five employees including a Lead Tech. The mail center handles approximately **73,500 pieces of mixed class mail a month** and an additional 120 pieces mail a month that require a signature upon delivery. Delivery of mail is guaranteed to be **six hours** upon receipt of mail on any given day.

Hand Carry Mail is a special service for the Dean's Staff. There are two hand carry runs a day, the Campus Run and the Hospital Run.

### Receiving Department

The Receiving Dept. is staffed with six employees including a Lead Tech. The receiving employees handle and deliver approximately **10,000 parcels a month**. The Pitney Bowes Arrival System is used to scan and track every package delivered by various outside vendors. Additional security procedures have been implemented to ensure that items ordered by our customers are tracked, secured, and delivered.

### Infectious Waste Pick-Up

The Infectious Waste (Biohazardous Waste) Center has two fulltime employees. These employees collect approximately **30,000 pounds of infectious waste a month** and prepare it for disposal by an outside vendor. They also supply sharps buckets and clean the cans that the waste is held in. The Pitney Bowes Arrival System has been tailored to be utilized for infectious waste pick up. This system is useful in documenting the amount of waste collected as well as assisting in scheduling.

### The Future of Distribution Services

Future improvements for Distribution Services call for the utilization of new technology – all customers will be able to track their incoming mail and packages as it travels through the delivery system; hand carry users will be able to determine if time sensitive materials have been delivered on schedule; and infectious waste pick-up customers will be able to monitor pick-up times.

As always, though, customer service will remain a priority. The Distribution Staff's first goal is to satisfy the people to whom it must deliver mail everyday.

## LASER SAFETY

The Office of Environmental Health and Radiation Safety requires that lasers are registered with this office. Principal Investigators can



download the form at [www.ehrs.upenn.edu/programs/laser/registry.html](http://www.ehrs.upenn.edu/programs/laser/registry.html). In addition,

rooms with Class 3b and 4 lasers must have warning signs on entry doors that comply with ANSI Z136.1(2000), the American National Standard for Safe Use of Lasers. Warning signs are available free of charge by completing the request form at [www.ehrs.upenn.edu/programs/laser/sign\\_request.html](http://www.ehrs.upenn.edu/programs/laser/sign_request.html). A complete description of Penn's Laser Safety Program is available at [www.ehrs.upenn.edu/programs/laser/default.html](http://www.ehrs.upenn.edu/programs/laser/default.html). Please contact Karen Kelley at 215-573-9446 or by email [kelly@ehrs.upenn.edu](mailto:kelly@ehrs.upenn.edu) for additional information.

## INFECTIOUS WASTE PICK-UP

Pick-up of infectious (biohazardous) waste is a service provided by Distribution Services. Pick up of waste can be scheduled as frequently as your laboratory requires. **All infectious waste must be disposed of through this service.**

Environmental Health & Radiation Safety provides a detailed guide to infectious waste disposal which can be found on its website: [http://www.ehrs.upenn.edu/resources/waste/bio/med\\_guide.html](http://www.ehrs.upenn.edu/resources/waste/bio/med_guide.html).

The SPO website also provides information on disposal and on establishing pick up services. This information can be found at [http://www.med.upenn.edu/spo/spo\\_faqs.html#infectious](http://www.med.upenn.edu/spo/spo_faqs.html#infectious)

It is **imperative** that the procedures set forth by Environmental Health & Radiation Safety and Space Planning & Operations be followed. Please contact EHRS or Tammy Stanley, Manager, Distribution Services ([tammys@mail.med.upenn.edu](mailto:tammys@mail.med.upenn.edu)) if you have questions.

## AUDIO / VISUAL WORK GROUP

The A/V Work Group has been extremely busy over the last few months. In addition to the regular schedule of presentations, lectures, and special events it serves, the A/V Group has purchased and installed new equipment in several areas throughout the school:

In BRB II/III, rooms 251, 252, and 253 have been equipped with permanent LCD projectors and work station computers. This means that equipment will always be available when any of those rooms is in use. With no need to spend time transporting equipment and setting it up, the A/V technician assigned to the event can spend his time working with the presenter and making sure that everything will proceed according to schedule.



Three new classrooms have been established in Anatomy Chemistry – rooms 102, 103, and 149. (A fourth room will be ready shortly.) Each of these rooms is equipped with its own LCD projector and screen. That means these rooms are always ready for the next presentation.

In addition to the equipment installed in classrooms, the A/V group has purchased several items that will enhance its behind the scenes work. It now has two new editing machines that will perform video editing functions at a faster pace than the old equipment. Five new laptops and four new LCD projectors are now available for rental, assuring that equipment will be on



hand for everyone who requests it. A small portable digital video camera has been added to the equipment inventory. This camera will make remote filming jobs much easier to handle.



A/V also purchased a new computer that is dedicated solely to graphic work. This computer will enable the A/V techs to produce a video with state-of-the-art titles, graphics, and other creative enhancements.

For video-conferences, A/V can now provide the technology for video conferencing over the internet, and teleconferencing services are now available with

two new up-to-date teleconferencing units.

For more information about all the new equipment and for answers to your specific questions, please feel free to contact Eric Capozzoli, Lead A/V Tech at [ericcapo@mail.med.upenn.edu](mailto:ericcapo@mail.med.upenn.edu).

## THE SPO WEBSITE

Since the SPO Website went "live," there have been several additions and improvements. We have added information and links and we have also worked hard to make our forms easier and more useful for you. Beginning shortly, most of the forms on our website can be downloaded as a Microsoft Word document. This will enable you to select the form you need and either save it to one of your files or fill it in and e-mail it to



SPO as an attachment. If it is a form that you use frequently such as an A/V Equipment Rental Form or a Departmental Work Request, you can save it to your files so you can use it whenever you have a new request. You can save the completed form as a record of that request. If you do not want to fill the form in on your computer, you can print out a copy of it, and fill it in by hand and fax or mail it to our department. (Alcohol Order forms will still need the signature and stamp of the department's business administrator and the original must be submitted at time of pick up.)

If you have any questions or comments about the website, please contact us at [planops@mail.med.upenn.edu](mailto:planops@mail.med.upenn.edu).

**Thanks to Carol Lackey for her suggestion to add a list of the SOM buildings and their addresses to our website. This information is a convenience for all of us!**

## John Morgan Building Turns 100

One of the true landmarks on the School of Medicine campus is the John Morgan Building. In 2004, the building will celebrate its centennial year. Be sure to watch for announcements to learn more about the celebration.

### EMPLOYEE OF THE MONTH

Our Employee of the Month program continues to recognize staff members of Space Planning & Operations who have gone the “extra mile” to accommodate the many and varied needs of the School of Medicine community. Over the last few months, we have had the pleasure of bestowing the title of

Employee of the Month on the following people:



**MARC BECK**, A/V Technician  
**DU'WAYNE COLEMAN**, Building Services Assistant  
**CHARLES GANT**, Special Services Assistant  
**GARY SAN ANGEL**, A/V Technician  
**CATHY RUPERT**, Assistant Director, Planning, Design & Construction  
**TAMMY STANLEY**, Supervisor, Distribution Center  
**AMY PETHICK**, IT Support Specialist  
**TERRANCE MORRISON**, A/V Technician  
**ROBERT SMALLS**, Building Services Assistant

**This program continues to be a great way to recognize staff members and reward them for doing an exceptional job. Congratulations to all our winners!!!**

### SPO ACCOMPLISHMENTS

Space Planning & Operations had a very busy FY 03. While the staff of our department realizes the scope and depth of its day-to-day work as well as the complexities and exceptional natures of its long-term projects, the SOM community at-large may not. Furthermore, the sheer volume of work that streams through our office is amazing. For example, in FY 03, our staff realized the following accomplishments, among many others:

- ☛ **882,000** pieces of mail delivered
- ☛ **360,000** lbs. of infectious waste removed
- ☛ **230,000** boxes received and delivered
- ☛ **8,806** visitor passes issued
- ☛ **5,000** events scheduled
- ☛ **859** audio/visual services provided

And this is just a glimpse of what our staff of 52 members, eight workgroups, and four divisions provided. To learn more about our achievements and to get more information about our upcoming annual report, please contact Martha M. Penny, Director, Management & Support Service at [mapenny@mail.med.upenn.edu](mailto:mapenny@mail.med.upenn.edu).

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 University of Pennsylvania School of Medicine  
 Eric M. Weckel, Executive Director  
 contact us at 215-898-2876 or  
[planops@mail.med.upenn.edu](mailto:planops@mail.med.upenn.edu)

**REMEMBER:**  
 SMOKING IS NOT  
 PERMITTED WITHIN  
 50 FEET OF A  
 BUILDING ENTRANCE.  
 Please dispose of all cigarettes,  
 matches, etc,  
 appropriately.

Smokers may not realize it, but when they smoke directly in front of the John Morgan Building, their smoke enters the ventilation system and travels into the Wood Room as well as other spaces.

Please help by maintaining  
 a 50 foot distance from  
 building entrances while smoking.



Thank you.

## NEW EHRS TRAINING PROGRAM

The Office of Environmental Health & Radiation Safety (EHRS) has recently changed its training format for new faculty and staff. The new program entitled **Introduction to Laboratory and Biological Safety at Penn** provides a comprehensive overview of safe work practices in a biomedical research laboratory, including chemical safety, biosafety and bloodborne pathogens training. This course familiarizes the employee with the University's Chemical Hygiene Plan, Biosafety Manual and Exposure Control Plans.

The training program is designed for employees who have not previously attended Environmental Health training at the University and replaces Introduction to Laboratory Safety at Penn (Chemical Hygiene Training) AND Introduction to Occupational Exposure to Bloodborne Pathogens. All faculty, staff and students at the University who work in a laboratory must attend this training.

*The next training program is scheduled for October 9, 9:15-noon at Dunlop Auditorium, ground floor Stemmler Hall.*

Note: All Faculty and staff must attend a session of Introduction to Laboratory and Biological Safety Training as soon as possible after hire. Annual update training can be completed on-line but only after first attending this introductory session.

Additional information about EHRS training programs can be obtained on the EHRS website ([www.ehrs.upenn.edu](http://www.ehrs.upenn.edu)) or by calling Lisa Caproni at 215-746-6549.

