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Contact Us

Space Planning & Operations is here to serve the PSOM 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 email at planops@mail.med.upenn.edu

A Message from the Executive Director

Dear Colleagues:

This newsletter contains important information regarding winter break service coverage, including contact information, security precautions, and service schedules. Please review this information.

Also covered is the recent technology upgrades and space renovation of Stemmler 1st floor classrooms. This project created team learning environments that contain cutting edge technology in support of the School's mission. It is a great example of the type of work Space Planning & Operations does every day.

I feel privileged to work with the each and every individual in our department - and I believe that SPO provides superior service in support of the School's mission. The success of the School's research and teaching programs is really our success, too - and we take pride in a job well done. We are committed to providing building operations, planning & design, and support services commensurate with the quality of PSOM programs. Please feel free to contact us with any questions and feedback.

I wish all happy, safe holiday season and New Year.

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

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.
In our continuing effort to ensure that the Perelman 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 Monday, December 26th through Monday, January 2nd
- The Control Center and the Johnson Pavilion Security Desk will be staffed on a 24/7 basis during this time period
- CRB and BRB II/III Security Desk will not be staffed 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 26th until January 2nd. 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 Tuesday, 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 Perelman 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 Perelman 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 no later than Friday, December 23rd at 215-898-0196, or fax a request to 215-573-2027. Please address all such correspondence to Darren Johnson, Associate Director of Safety & Security.

“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 Perelman School of Medicine facilities, wear their identification card in a conspicuous manner.”

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No Shuttle Service During Winter Break

Please note, shuttle service will be suspended during the University’s special winter break. TRL & GRL shuttles will not be in operation from December 26th—January 2nd. Service will resume on Tuesday, January 3rd. The shuttle will provide regular service on Friday, December 23rd. You may view shuttle schedules anytime by going to SPO’s website.

http://www.med.upenn.edu/spo/faqs.html#ShuttleSchedulesheading

OPERATIONS & ENGINEERING

Administrative Office:
Closed from December 26th – January 2nd
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 & 26th  Minimal Coverage
(common areas and restrooms only)
December 27th & 28th  Normal service
December 29th & 30th, & January 2nd  Minimal Coverage
(common areas and restrooms only)

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 desks will not be emptied during the days with minimal coverage. Normal coverage will resume on January 3rd.
DISTRIBUTION SERVICES

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

Distribution Services for all locations will be Closed on December 26th and January 2nd.

Glenolden Research Facility:
Open December 27th to December 30th between the hours of 8:00AM & 12:00PM

TRC:
Open December 27th to December 30th between the hours of 8:00AM & 12:00PM

TRL:
Open December 27th to December 30th between the hours of 8:00AM & 12:00PM

Distribution Services Central SOM:
Open December 27th to December 30th between the hours of 8:00AM & 12:00PM

SPECIAL EVENTS & SCHEDULING

The Perelman 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 26th through January 2nd. Any required services during the break must be scheduled and confirmed prior to December 13th. 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-cancelled 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 prohibit 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 Perelman 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 PSOM facilities.

Tips to remember when planning your events at the Perelman 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
Lori, Jacqui, Felicia, Waverly, Willie, Charles, & Walker
by MTP. When the rooms are not used for classes, the students can make use of the rooms and the technology to study on their own or in teams.

In addition to the upgrades to the classroom space, our MTP staff collaborated with Dr. Gail Morrison to create photo montages for the corridor space. The montages celebrate Perelman School of Medicine and Penn Medicine through a wide variety of images.

Another positive outcome of the project is that all the lab casework that was removed was donated. A total of 6.6 tons of furniture and equipment was donated to "Food for the Poor" in Nicaragua. The Enrique de Osso School, which was badly in need of fixtures for classrooms, received the donation, and the students and teachers have already put the fixtures to good use. The project not only provided resources to those in need, but also kept usable materials out of landfills.

The Stemmler project had a very aggressive schedule, in order to complete work when classes were not in session. Work began at the end of May and needed to be completed by August 12th. The SP&O team coordinated with vendors, FRES, and Penn Medicine clients through the entire project. Through the hard work of all involved this project was completed on time and under budget.

There has been a lot of positive feedback from the students, especially about the large screen monitors. The technology infrastructure is cutting edge, and the renovations have provided Academic Programs with spaces that are in keeping with their top rating as a medical school. Many thanks to all involved, and congratulations to Charles Bears, Director of MTP, and Jennifer Mishkin, Associate Director of Interior Design, on a highly successful project.

Stemmler 1st floor classrooms recently went through major renovations. Space Planning & Operation's Media Technology & Production ("MTP") and Planning Design & Construction ("PDC") worked together to outfit the classrooms with new furnishings and state of the art technology that help facilitate team learning environments.

Table setups were created to allow teams to learn and work together more efficiently. There are dedicated large screens for viewing lecture material and for projecting work from student laptops. The rooms are outfitted with digital AV technology, including true 1080p resolution, that allows faculty and students to control the routing and switching of content from the faculty presentation computers to the students workstations and to LCD projectors. The ability to route and switch, permits groups to control the content on a variety of screens, sharing and displaying images and content as needed. Small groups can view multiple content at once and change displays quickly and effectively, contributing to a very interactive learning environment.

Digital signage, that allows students to see when the rooms are in use, was also installed by MTP. When the rooms are not used for classes, the students can make use of the rooms and the technology to study on their own or in teams.

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