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In this newsletter you will find important information regarding:

- The winter break schedule of services
- Seasonal safety and security precautions for all Perelman School of Medicine occupants
- University Policy regarding Holiday Decorations

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

The staff of Space Planning and Operations works diligently to enable and enhance the academic, research, and clinical endeavors of Penn Medicine. Some of the things we do are:

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

We hope you enjoy a safe and healthy winter break and New Year. We look forward to 2015 and the opportunity to serve the Penn Medicine community. We wish you all the best for the holiday season and in the New Year.
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 25th through January 2nd. Any required services during the break must be scheduled and confirmed prior to December 12th. Services provided during this time will be charged at the overtime rate per 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.* Hot ovens / warming ovens with Sterno are acceptable with 2-business-day prior approval from SPO Coordinator. Sterno may not be left unattended. If tables are damaged due to warming ovens or sterno, the cost of replacing the table will be journaled to the sponsoring department.

- *Burners and electric convection ovens may be used with 2-business-day prior approval, and after providing voltage/current information to SPO Coordinator. Burners and ovens are limited to use on appropriate counter surfaces only in the 1st floor BRB pantry and the 14th floor BRB pantry and Smilow catering prep space with all surfaces covered.*

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](http://www.vpul.upenn.edu/alcohol/policy.html); and the SOM SPO Caterer and Vendor Guidelines at [www.med.upenn.edu/spo/find.html](http://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 Perelman 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.

Special Events & Scheduling,
Lori, Dave, Huajia, Felicia, Laura, Waverly, Willie, Charles, & Walker
PSOM Distribution Services, at all Facilities, will be offering limited hours of operation and services during the University’s special winter break.

**Distribution Services:**
December 29th, 30th, 31st Open 9am—1pm
December 25th, 26th and January 1st, 2nd Closed

**Service Adjustments:**

- **Alcohol Distribution:** Alcohol orders will not be processed during the break. The last distribution date before the holidays will be Tuesday, December 23rd from 2:00pm – 4:00pm. The storeroom will re-open for regular operations on Tuesday, January 6th.

- **Delivery of perishable items will not be 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.

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**DISTRIBUTION SERVICES**

**SUSPICIOUS MAIL OR PACKAGES?**

Protect yourself, your business, and your mail room.

**What should make me suspect a piece of mail?**

- It’s unexpected or from someone you don’t know.
- It’s addressed to someone no longer at your address.
- It’s handwritten and has no return address or bears one that you can’t confirm is legitimate.
- It’s lopsided or lumpy in appearance.
- It’s sealed with excessive amounts of tape.
- It’s marked with restrictive endorsements such as “Personal” or “Confidential.”
- It has excessive postage.

**What should I do with a suspicious piece of mail?**

- Don’t handle a letter or package that you suspect is contaminated.
- Wash your hands thoroughly with soap and water.
- Notify local law enforcement authorities.

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**OPERATIONS AND ENGINEERING**

**Administrative Office:**
Closed from December 25th - 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 24th** Minimal Coverage 7am–3:30 pm (common areas and restrooms only)
- **December 25th** No Coverage
- **December 26th & 29th** Normal Coverage
- **December 30th, & 31st** Minimal Coverage 7am–3:30 pm (common areas and restrooms only)
- **January 1st** No Coverage
- **January 2nd** Normal Coverage Resumes

*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 2nd.*
SAFETY AND SECURITY

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 December 25th through January 2nd
♦ 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 staffed during winter break
♦ The Smilow Center for Translational Research Security Desk will not be staffed on December 25th or January 1st
♦ 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 24th. Access key services will not be available from December 24th through 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 January 5th

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 PSOM facilities, wear their identification card in a conspicuous manner.
The Division of Safety & Security is here to serve the Penn Medicine Community. However, we need your assistance to obtain the optimum level of safety and security in PSOM 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.

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 at 215-573-7857 or your Building Administrator.