Dear Colleagues:

In this newsletter you will find important information regarding the winter break schedule of services; contact information; and important seasonal safety and security precautions for all School of Medicine occupants. Please review this information, and enjoy a safe and healthy winter holiday and New Year.

This time of year provides opportunity for reflection, and this newsletter also allows us to review our activities and progress thus far in fiscal year 2009. Please join me at this time in acknowledging the contributions of the men and women of the office of Space Planning & Operations for their tireless work in support of the School’s mission. We would also like to thank the University office of Facilities and Real Estate Services for its daily contribution to the operations and development of our facilities.

The most visible accomplishments are changes in the physical facilities supporting School programs, but much of our work goes on “behind-the-scenes!” The Facilities Planning & Space Management group typically oversee an average of 70 ongoing initiatives, highlights include: the new Fisher Translational Research Center occupancy planning, ADNI/Tumor Tissue Bank facilities (Maloney Building), The Center for Genetics and Complex Human Traits (Blockley Hall), the Zebra Fish facility expansion (Johnson Pavilion), ongoing renovations of Maloney 8th floor for office-based research program support, GRL Catheterization Lab and MRI, and planning for a new entrance and education facilities. Our Operations and Engineering group responds to daily building operations concerns/needs, including 350 annual move requests and liaison/follow-up for up to 6,000 annual work-orders. Operations and Engineering implemented the new commingle recycling program at the School of Medicine and is currently coordinating the service elevator upgrade for Johnson Pavilion, air-handling replacement for Blockley Hall, and electrical substation and chilled water service upgrades to Anatomy Chemistry Building. The Support Services group annually delivers over 700,000 pieces of mail and nearly 150,000 packages to the School of Medicine programs; they schedule over 30,000 event occurrences in our classrooms and shared meeting resources; and they collect and dispose of over 200,000 lbs of bio-hazardous waste from our facilities. The Media Technology group has implemented a “plug and play” LCD projector system in a majority of our shared meeting rooms; has expanded the classroom digital signage system; participated in the production of an award winning educational video; and greatly expanded the video conferencing capabilities of the School; this staff also supports an average of 5000 events annually. School of Medicine Security officers staff building lobbies, respond to emergencies, open property reports, and lockouts; they issue approximately 3000 black keys annually and manage the GRL and TRL shuttle contracts. It takes great teamwork to manage/support the 2.4MGSF of facilities at the School of Medicine; and it is my great privilege to work with such a knowledgeable, service-oriented staff!

We look forward to 2009 and the opportunity to serve the School community. Please contact us with your feedback and/or questions. We wish you all the very best for the holiday season and in the New Year.

Very truly yours,

Eric M. Weckel, AIA
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 Thursday, December 25, 2008 through Monday, January 5, 2009. The control center will be staffed during this time period. From 6:00 p.m. on Wednesday, December 24, 2008 through 8:00 a.m., Monday, January 5, 2009, the Johnson Pavilion security desk will be staffed; the security desk in CRB and BRB II/III will not. 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 24, 2008. Normal operations will resume on the morning of January 5, 2009. Access key services will not be available from December 25, 2008 until December 29, 2008 and again from January 1, 2009 until January 5, 2009. 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 a staff member. 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.

**Distributions 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.

**Hours**

**TRL and Glenolden Research Facility:**
- December 25th, 26th, and January 1st: Closed
- December 29th, 30th, 31st, and January 2nd: 9 a.m. — 1:00 p.m.

**Distribution Services central SOM:**
- December 25th, 26th, and January 1st: Closed
- December 29th, 30th, 31st, and January 2nd: 8 a.m. — 12:00 p.m.

**Service Adjustments**

- **Alcohol Distribution**: There will be no distribution of alcohol on Friday, December 12th. Alcohol orders will not be processed during the break. The last distribution date before the holidays will be Tuesday, December 23rd from 2:00 p.m. – 4:00 p.m. The storeroom will re-open for regular operations on Tuesday, January 6, 2009.

- **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.

- **Bio-hazardous waste** pick-ups will only be provided within the schedule noted above.
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 25 through January 4. Any required services during the break must be scheduled and confirmed prior to December 12th. Services provided during this time will be charged at time-and-a-half. 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 CANCELATION” charge and 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/pdfs_revised/Catering_Guidelines.pdf.

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 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 on weekends, before 8:00 a.m., and after 6:00 a.m.
- Enjoy and have fun!

If you have any questions or concerns please contact Special Events and Scheduling at 215-573-1111.

Winter Break Service Hours Operations & Engineering

Operations & Engineering: Our administrative office will be closed for winter break from December 25, 2008 until January 5, 2009. During periods when the office is not open, please refer maintenance problems directly to the University Facilities Services at 215-898-7208.

Housekeeping: Normal housekeeping services will be provided on December 26, 29, and 30. There will be no coverage on Christmas day, New Year’s Eve, New Year’s Day, or January 2nd. On December 24 minimal coverage (common areas and restrooms) will be provided from 8:00 a.m. to 4:00 p.m. Normal coverage will resume on January 5, 2009.

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.
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.

Motorcycle, Scooter, and Moped Parking Restrictions

Please be advised that the parking of motorcycles, scooters, and mopeds at walkways plazas, bike racks, or adjacent to buildings on University of Pennsylvania property is prohibited. The parking of motorcycles, scooters, and mopeds in these areas creates a potential hazard and can delay “first responders” in emergency situations.

Violators will be cited by the University of Pennsylvania Police, and the vehicles will be subject to being towed. Motorcycles, scooters, and mopeds must be parked on the street in a legal parking space. Staff members may contact the University of Pennsylvania Parking Services to obtain a parking permit for one of the garages or parking lots.

Thank you for your assistance.

If you have any questions, please contact Captain Joseph Fisher at jfisher@publicsafety.upenn.edu.

If you have any questions or suggestions for an upcoming issue, please contact planops@mail.med.upenn.edu

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.