



## 21 N. Park Street Building Policy Manual

**Last Full Update: October 2009**

(Revised February 2012)

Note: For the most current copy, access

<http://www.bussvc.wisc.edu/topic/Related.html>.

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## **21 N. PARK STREET BUILDING HOURS**

Monday thru Friday

7 AM to 5 PM

Closed on the following holidays:

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

# **BUILDING OCCUPANTS**

Administrative Information Management Services – Suite 7401

Business Services

- Administration, Accounting Services, Purchasing, Risk Management – Suite 6101
- Accounting, Accounts Payable – Suite 5301
- Internal Audit – Suite 5270

Continuing Studies – Suite 7101

Center for the First Year Experience – Suite 6301

Research and Sponsored Programs (RSP) – Suite 6401

Office of Human Resources (OHR) – Suite 5101

Visitor and Information Programs (VIP) – Welcome Center

Transportation Services – Welcome Center

## **Department Representatives**

To assist the Building Manager, department representatives have been established. As a department representative assisting with building duties, it is their job to:

- Be alert for problems/concerns and report as necessary – i.e., soap, toilet paper is out in the restrooms or there is a water leak
- Serve as central access point for people in his/her own department to answer questions or take suggestions/concerns to the 21 N. Park Street Building Tenants Committee.
- Serve as liaison to Campus Service Units, such as Physical Plant and Custodial Services.
- Assist in building evacuation, in cases of fire or other emergency.

## **Department Representatives:**

AIMS

Kevin Cherek ([kcherek@aims.wisc.edu](mailto:kcherek@aims.wisc.edu))  
21 N. Park Street, Suite 7401, 262-2952

Scott Winger ([swinger@aims.wisc.edu](mailto:swinger@aims.wisc.edu))  
21 N. Park Street, Suite 7401, 265-4483

Business Services

Building Manager - Kathleen Smith  
([ksmith@bussvc.wisc.edu](mailto:ksmith@bussvc.wisc.edu))  
21 N. Park Street, Suite 6101, 265-0904

Administration/Space

Business Services con't

Pam Frederick ([pfrederick@bussvc.wisc.edu](mailto:pfrederick@bussvc.wisc.edu))  
21 N. Park Street, Suite 6101, 262-1096

Continuing Studies:

Laura Ingram ([lingram@dcs.wisc.edu](mailto:lingram@dcs.wisc.edu))  
21 N. Park Street, Suite 7101; 262-4519

Eileen Posluszny ([eposluszny@dcs.wisc.edu](mailto:eposluszny@dcs.wisc.edu))  
21 N. Park Street, Suite 7101, 262-4498

Zufang Shan ([zshan@dcs.wisc.edu](mailto:zshan@dcs.wisc.edu))  
21 N. Park Street, Suite 7101, 263-7815

Judith Strand ([jstrand@dcs.wisc.edu](mailto:jstrand@dcs.wisc.edu))  
21 N. Park Street, Suite 7101, 265-9153

Center for the First Year Experience

Carol Pope ([cpope@studentlife.wisc.edu](mailto:cpope@studentlife.wisc.edu))  
21 N. Park Street, Suite 6301, 262-6951

Research & Sponsored Prog. (RSP)

Deb Erickson ([dkath@rsp.wisc.edu](mailto:dkath@rsp.wisc.edu))  
21 N. Park Street, Suite 6405, 265-3227

Office of Human Resources (OHR)

Gareth Green ([ggreen@ohr.wisc.edu](mailto:ggreen@ohr.wisc.edu))  
21 N. Park Street, Suite 5101, 265-5882

Tammy Starr ([tstarr@ohr.wisc.edu](mailto:tstarr@ohr.wisc.edu))  
21 N. Park Street, Suite 5101, 890-3183

Visitor & Information Programs (VIP)

Andrew Bremer([wcspecialist@uwmad.wisc.edu](mailto:wcspecialist@uwmad.wisc.edu))  
Hannah Tishler ([wcspecialist@uwmad.wisc.edu](mailto:wcspecialist@uwmad.wisc.edu))  
Nancy Sandhu ([sandhu@uwmad.wisc.edu](mailto:sandhu@uwmad.wisc.edu)) 265-9500  
General Email: ([igcoordinator@uwmad.wisc.edu](mailto:igcoordinator@uwmad.wisc.edu))

Transportation Services:

Kim Henderson ([lhenderson@fpm.wisc.edu](mailto:lhenderson@fpm.wisc.edu)) 265-8003  
Sue Thalacker ([Sthalacker@fpm.wisc.edu](mailto:Sthalacker@fpm.wisc.edu)) 265-4807  
Anne Mettler ([amettler@fpm.wisc.edu](mailto:amettler@fpm.wisc.edu)) 265-6535

Administration/Space

## **BREAKROOM & VENDING MACHINES**

Located in Room 6060, on the East Campus Mall side of the building. The break room is open to all 21 N. Park Street tenants and guests. This room can be reserved after 3:00 pm for get-togethers for 21 N. Park Street staff only. Staff are expected to keep the room clean and free from trash. This room can be reserved thru the WiscCal process.

Floors 5 and 7 each have a shared kitchenette located next to the restrooms. There are two refrigerators and one microwave in each. Tenants of those floors are responsible for working together to clean and supply the area.

## **BULLETIN BOARDS/POSTING NOTICES**

There are two bulletin boards in the break room on the 6<sup>th</sup> floor designated for Union use. One board is for WSEU use and the other is for WPEC. There is also one bulletin board for general employee use.

# **BUILDING MANAGER DUTIES & BUILDING ASSESSMENT**

As the building manager, Business Services will provide the following services to tenants of 21 N. Park Street:

1. Provide building mail and dock services:
  - a. Serve as primary liaison between UW Extension Mail Center and tenants. Answer questions, provide support and coordinate services as appropriate.
  - b. Receive and sort incoming US mail by 1:00 PM daily.
  - c. Receive and sort campus mail received by 3 p.m. twice daily
  - d. Maintain mail room and update mail slots as needed.
  - e. Verify, sign and record incoming mail pieces or packages from various delivery services. Place in appropriate mail slot and notify tenant that day.
  - f. Reroute incorrectly addressed US and campus mail.
  - g. Monitor and maintain the loading dock area.
  - h. Check loading dock multiple times per day for freight deliveries and notify tenant that day.
  - i. Refuse misdelivered packages and return to vendor.
2. Serve as liaison with Physical Plant and other maintenance providers
3. Serve as liaison with UWPD and other emergency service providers
4. Serve as Lost and Found coordinator.
5. Provide vending machine refunds as needed.

Business Services will charge building tenants an annual building assessment for the following services:

- Mail services and mail supplies
- Dock services
- Special building needs as approved by tenants group

## **COMMERCIAL SOLICITATIONS IN SHARED SPACES**

The official policy of the University of Wisconsin's Board of Regents,; according to General Administrative Code UWS 18.06(16), "No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands." The UW-Madison implementation of that policy is available at <http://www.union.wisc.edu/meetings/policies/pdfs/P-3.pdf> .

The only place in the building where staff may post Commercial Solicitations is on the general bulletin board in the 6<sup>th</sup> floor break room where they can be posted on a first come first serve basis. The Building Manager does not provide any maintenance for this board.

Each tenant can determine if any of the exemptions apply to their employee requests for their own suite

This policy does not apply to the bulletin boards maintained by the unions located in the 6<sup>th</sup> floor break room.

## **CPR/AED MEDICAL EMERGENCIES**

*Remember Universal Precautions: protect yourself from blood and body fluids.*

1. **Do not move a seriously injured person unless he/she is in a dangerous situation.** If the victim must be moved, move him/her as a unit, always supporting the head and neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they are clearly away from the hazard.

2. **Ask a co-worker to dial 911 (911 or 9-911 on a Centrex phone will get Campus Police; for Dane County, use 911 on a cell phone).**

3. Be prepared to give the following information:

- What happened and where the emergency is located
- Situation at location; water, wires, traffic, stairs, etc.
- As much information about the victim(s) as possible:
  - Sex, age, height, weight, pulse, respiration
  - AVPU (alert, responsive to voice, responsive to pain, unresponsive)
  - SAMPLE (signs/symptoms, allergies, medications, medical history, last oral intake, events leading up to the incident)
  - DCAP BTLS (deformities, contusions, abrasions, punctures/penetrations, burns, bleeding, tenderness, lacerations, swelling) or not
- How many need help and what is currently being done
- What building entrance to use (for example, 4<sup>th</sup> Floor of the parking ramp at the East entrance doors).
- If possible, have a person wait at the specified entrance and escort the emergency responder to the victim

**DO NOT hang up until instructed to do so by the dispatcher to avoid giving incomplete information.**

4. Contact a certified CPR/AED person nearest the incident. Certified persons are posted in public or office services areas throughout the building.
5. Retrieve the AED on the wall behind the 5<sup>th</sup> Floor Welcome Center (Rm 5101 N Park) or send another person if you are performing CPR. Follow its instructions for operation.
6. Stay with the victim until help arrives.
7. Clear or get help clearing the area of onlookers, to ensure the victim's privacy as much as possible.
8. Stop severe bleeding with direct pressure when possible. Always add any dressings on top of existing ones; never remove existing dressings. Elevate bleeding area if possible.
9. Keep the victim warm and watch for signs of shock.
10. *Before an emergency occurs, learn the location of First Aid Kits on your floor.*

### Signs of a Heart Attack

- Persistent chest pain or discomfort lasting more than 3-5 minutes or that goes away and comes back. *This is the most common signal for both men and women.*
- Pain in arm, discomfort or pressure that spreads to the shoulder, arm, neck, back or jaw.
- Nausea, shortness of breath, or trouble breathing
- Sweating, changes in skin appearance
- Dizziness or unconsciousness
- Anxiety, nervousness, cold sweaty skin
- *Women are somewhat more likely than men to experience some of the other warning signals, particularly shortness of breath, nausea/vomiting and back or jaw pain.*

*(Adopted from UW Madison Police Dept. Emergency Procedures, 11/99, and American Red Cross First Aid/CPR/AED Program 2006 and National Ski Patrol Outdoor Emergency Care (NSP OEC) PW, 2/10)*

## **CUSTODIAL SERVICES**

21 N. Park Street is cleaned by Physical Plant Custodial Services. The Custodial Services Program Supervisor for the 1st Shift is [Steve Heitz](#) , 2nd Shift is [Becky Guelig](#) and 3<sup>rd</sup> Shift is [John Brixy](#). Custodial Services Night CREW Supervisor is [Boyd Peeples](#) and the Day CREW Supervisor is [Ricki Williams](#). If you have immediate custodial issues, please call CARS at 3-3333.

For non-emergency custodial staff services (eg., spills, burned out light bulbs), each custodial crew has their own number, which can be found on the Physical Plant website at <https://fpm-www3.fpm.wisc.edu/PhysicalPlantDNN/Default.aspx?tabid=1> Log in with your NetID and Password, choose “Custodial” on the left side menu then click on “Building Supervisor Listing” on the top of the page.

1. Boyd Peeples #330 (Night Crew Supervisor)
2. Ricki Williams #103 (Daytime Crew Supervisor)
  - a. Example: [custodialcrew330@fpm.wisc.edu](mailto:custodialcrew330@fpm.wisc.edu)

Custodial Staff Duties: Garbage collection, cleaning of general use spaces, vacuuming of offices and hallways, mopping, restroom cleaning and stocking.

21 N. Park has one daytime custodian (6:30 a.m. – 3 p.m.) to provide daily service and special needs. Routine custodial services such as vacuuming and garbage collection are done during the 3<sup>rd</sup> shift (10:30 p.m. – 7 a.m.) Food waste should be put into centrally located trash containers that are located near the elevators on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors.

### **Garbage/Recycle Dock Pickup**

Cardboard is picked up twice a week on Tuesdays and Thursdays. The office paper is picked up once a week on Thursdays.

# **EMERGENCY PROCEDURES**

## **Reporting Emergencies**

**You should call 911 in ALL emergencies.**

To reach UW-Madison Police Department's Communication Center dial

9-1-1

9-9-1-1 or

8-9-1-1.

All of these options will ring into the Communications Center when called from a University-owned building (if calling from a non-University owned building, the calls will go to the Dane County Communications Center).

All 911 calls are voice and TTY.

## **WHAT IS AN EMERGENCY?**

An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed.

## **WHEN REPORTING AN EMERGENCY**

- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

## **NON-EMERGENCY PHONE NUMBERS**

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies.

UW Police	264-COPS (2677)
UW Safety Department	262-8769
Physical Plant/CARS	263-3333 Voice or 265-4550 TTY
Facility Access	263-3201 Voice/264-5147 TTY/265-3139 FAX

# TORNADO

The Building Evacuation Routes for 21 N. Park Street have been posted throughout the building. They show accessible exits, fire extinguisher locations and areas of rescue assistance, etc.

The postings also highlight where employees should go in case of a tornado warning. Since there are several requirements a tornado shelter must meet, the designated areas aren't necessarily intuitive.

The following areas are approved as tornado shelters...

## Parking Decks

1st Floor: Bathrooms

Staircase leading to first floor (area without windows) and hallway leading to door facing Fraboni's

5th Floor: Bathrooms

Park Street elevator lobby and main hallway from that end stopping at (shared space) conference room 5041

6th Floor: Bathrooms

Both Park Street and East Campus Mall elevator lobbies and the main hallway EXCEPT for the walls surrounding the shared seating areas and the staircase going to the 7th floor

Hallway 6200 M in Business Services (runs between conference rooms 6202 and 6205)

Hallway 6300 M, 6400 V and 6400 U in RSP (1st and 2nd RSP doors from the East Campus Mall elevator lobby)

7th Floor: Bathrooms

As you can see, each floor does not have designated tornado shelters sufficient for all employees. If one of these locations is not available, you should seek shelter in an interior hallway, avoiding large rooms, windows and elevators.

Administration/Space

# **FIRE**

## **Upon discovering smoke, fire, or flames in the building:**

- Activate the fire alarm system by pulling the nearest fire alarm.
- Evacuate using the nearest exit or alternate safe route

From a safe location (assembly point) call **911** and be prepared to give:

- Building Name (21 N. Park Street)
- Floor
- Room Number
- Type of Incident
- **Do not** use elevators during a fire emergency.

**When the fire alarm sounds, immediate evacuation of the facility is required.** Walk, do not run to the nearest stairway exit and proceed to ground level. If the stairway contains smoke or fumes, use an alternative stairway exit. If it is safe to do so, close all doors and windows as you leave.

People with disabilities should get assistance from co-workers to reach the emergency rescue area. Supervisors should establish procedures for anyone in their unit who may have difficulty getting to the emergency rescue area. Co-workers would help the person reach the emergency rescue area and then when the co-workers leave the building they would again notify emergency personnel with the information that a person needs assistance and provide the location of the individual.

## **Emergency Rescue Areas**

The “Area of Rescue Assistance” areas are located on Floors 5, 6 and 7 by the East Campus Mall elevators. Persons with disabilities should push the button and wait for rescue personnel to arrive and assist them out of the building.

**\*\*\*NOTE\*\*\* the alarm may not sound continuously.** If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.

- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

## CONCEALED CARRY LAW

Permitted concealed carry of weapons will be allowed throughout the state, including on campus grounds and parking areas of the UW-Madison.

The law allows members of the public to carry concealed firearms (with a permit), knives (not switchblades), tasers and billy clubs, except in areas where expressly prohibited by law.

It is the university's goal to implement the law with the least potential disruption to the academic mission of the university, says UWPD Chief Sue Riseling.

There are several important provisions to the law and how it is being implemented on campus:

- Signs have been posted on all building entrances informing individuals that firearms and weapons continue to be prohibited in campus buildings.
- No employee shall carry a firearm or other weapon at any time while in the course and scope of employment unless it is necessary as determined or approved by the chancellor or Chief Riseling.
- In addition, the law allows the university to ban concealed weapons at outdoor events, such as athletic events and concerts.
- The university will continue to ban the open carry of firearms and other weapons at all times and in all places on campus.
- If you see a person who is not a police officer in uniform carrying a weapon in a UW-Madison building, call 911. Do not assume a person has a license. UWPD recommends thinking "safety first" and if you err, please err on the side of calling police. Police officers are trained to react appropriately to those legally or illegally carrying weapons.

If you have questions about the law on campus, please email [uwpolice@mhub.uwpd.wisc.edu](mailto:uwpolice@mhub.uwpd.wisc.edu)

## **LOST AND FOUND**

Business Services will coordinate the building's Lost and Found. Inquiries about lost or found items can be sent to [building@bussvc.wisc.edu](mailto:building@bussvc.wisc.edu)

- Business Services will place a time limit of 30 days for non-valued items that are stored before they are disposed of.
- All items of value/importance will be kept in a secured location and will be turned over to UWPD after 24 hours. We will attempt to locate and return items to owners prior to contacting UWPD.

Below are general guidelines for determining how Business Services will handle items in our Lost and Found:

1. Identify and categorize the item's importance and value or non value:

Visas, passports, and Social Security cards are considered items of importance. Credit/debit cards, checkbooks with checks, cell phones, digital cameras, lap tops, palm pilots, blackberries, I-pods, MP-3 players, intact wallets and purses (containing items of value/importance) are considered items of value. UW issued ID access cards are also considered items of value. Driver's licenses', ID cards, clothing, and other miscellaneous items are not considered items of importance or value.

2. Attempt to locate the owner:

If able to locate a name or department on an item, check for student/staff affiliation and then attempt to contact the person by phone or email. If owner is contacted, arrange for the item to be picked up. A photo ID and proof of ownership is required before any item of value/importance is turned over to someone.

3. Transfer item to UWPD:

If no contact is made with owner or there is no identifying information, and the item has been kept for the standard 24 hours, UWPD is contacted to arrange pick up. Any information available about the item is given to the responding officer.

# **MAIL & LOADING DOCK SERVICES**

## **U.S. Mail Delivery & Shipping Services**

UW Extension Mail Services provides our outgoing US Mail service as well additional delivery services. Each tenant is responsible for picking up campus, US Mail and packages at the dock. Tenants are responsible for bundling and tagging outgoing US Mail with their funding code for UW Extension to process. Tenants are responsible for taking all outgoing mail to the dock area.

You must set up an account with UW Extension before they can process your mail.

To Open an Account:

1. Email Andrew Barbercheck at [andrew.barbercheck@uwex.edu](mailto:andrew.barbercheck@uwex.edu) the following information:

- Department's Name
- Department's Address
- Billing Contact's Name, Phone Number, and Email Address
- Complete Funding Numbers and always update changes

If you have any questions or concerns, please call Andrew Barbercheck at 262-9973.

## **Campus Mail Deliveries**

### **Dock Deliveries**

- **UPS** – 10:00 AM (approx). If there are no drop offs for the building, the driver will not come to the building until the afternoon.
- **FedEx Ground** – Currently no specific time
- **Federal Express** – Drop off at approx. 9:30 AM
- **DHL** – Currently no specific time
- **MDS** - Drop off before noon in dock area.

UPS and FedEx Drop boxes are located by the elevators on the 1<sup>st</sup> floor by the dock.

It is [the](#) policy of 21 N. Park Street to refuse packages with [21 N. Park Street, Suite 5301](#) as the delivery address. The campus department should contact Purchasing Services or the Vendor directly and have the delivery address corrected.

Office Supplies are dropped off by MDS usually by 1:00 pm daily in the dock area. A phone is available at the dock so deliveries can be called up to the departments. *Departments will need to arrange pick up themselves for small packages and dock items that won't fit in to their mailboxes. Business Services will provide single point delivery of large/heavy boxes to tenants.*

The dock area is locked after 4:00 pm each day.

Administration/Space

## **MAINTENANCE & REPAIRS**

### **Reporting Problems in the Building:**

If you have a problem in your **office area**, please contact your department representative to report the problem (see pages 4 and 5).

Department representatives should contact Physical Plant:

Phone Number: 608-263-3333

Email: [physical.plant.cars@fpm.wisc.edu](mailto:physical.plant.cars@fpm.wisc.edu)

Physical Plant Portal:

<https://fpm-www3.fpm.wisc.edu/PhysicalPlantDNN/Default.aspx?tabid=1>

If you have a problem **related to the general or shared parts of the building**, please contact Business Services at [building@bussvc.wisc.edu](mailto:building@bussvc.wisc.edu).

# **SECURITY & ACCESS**

## **Building Access**

Building hours are 7 am – 5 pm, Monday through Friday.

Building access hours are 7 am – 5 pm, Monday, Wednesday, Thursday and Friday, 7 am – 7 pm, Tuesdays.

Extended access hours are possible to accommodate special programs, trainings, etc. If your division/department requires extended office hours, please contact [building@bussvc.wisc.edu](mailto:building@bussvc.wisc.edu) to request the change. Include the days and times required and allow at least one week notice so arrangements can be made and occupants can be informed of the access change PRIOR to the date.

## **WISCARD**

Combines your UW Madison ID Card, Debit, Access & Meal Plan Functions. See [www.wiscard.wisc.edu](http://www.wiscard.wisc.edu) for more information.

### **Getting a Wiscard**

Go to the Wiscard Office in Union South. Normal hours of operation are Monday thru Friday from 8:30 am to 5:00 pm. You will need to present some form of personal photo identification such as a valid driver's license, passport, state or federal ID.

### **Fees**

Your first University ID card is issued to you at no cost. This card is valid throughout your entire academic and/or employment career at the University of Wisconsin-Madison. A replacement card can be issued at no cost as long as you surrender your current valid ID at the time the new card is issued. Lost cards can be replaced for a \$25 fee. Payment can be made by cash or check.

### **Access on your WisCard**

The new WisCard also serves as your door access card. Once you receive your new WisCard you will need to see your individual building "Access Administrator" so they can update the access via "Webclient."

### **Lost WisCards**

If you lose your ID, you should report it immediately. Go to the following website: <http://www.wiscard.wisc.edu/> and click on "Manage My Account." The fee to replace a lost or stolen card is \$25.00.

\*NOTE: Faculty/Staff: The Wiscard Office can make a faculty/staff ID card ONLY after the department or school has entered the employee data into the appointment system. It generally takes 1-3 business days for this authorization to appear in the ID database. It is recommended a faculty/staff person ask their HR rep whether their appointment is entered into the HR System prior to heading to the Wiscard office to ensure they will be issued a Wiscard. *Wiscards have a five year expiration date on them and will have to be renewed.*

## **KEYS**

Each department/division is responsible for its own key policy, including distribution of keys. Employees need to see their department key administrator to fill out the “UW Key Issue” form which can be found at Physical Plant’s website: <https://fpm-www3.fpm.wisc.edu/PhysicalPlantDNN/Default.aspx?tabid=1> Enter your NetID and password. It is the employee’s responsibility to pay for all costs resulting from lost or stolen key(s).

## **THEFTS**

Thefts should be reported to UWPD (264-COPS). You should also contact [building@bussvc.wisc.edu](mailto:building@bussvc.wisc.edu) .

## **SUSPICIOUS PERSONS**

Staff members working in the building are encouraged to approach any building visitors engaged in inappropriate behavior. University Police recommend that staff who chooses to address a problem should begin by stating their authority, i.e., “I’m responsible for this area...” If there is the slightest implication of personal risk or if a staff member has confronted a situation but to no avail, 911 should be called. University Police respond to 911 calls on campus.

## **TRAINING**

UW Police provides a general safety program called Badger Watch. It is one-hour training for students and staff. Its goal is to help staff understand how to recognize and handle many of the safety and security issues that might arise on campus and at home.

## **SOUTHEAST CAMPUS COMMUNITY OFFICER**

Officer Erik Pearce  
[empearce@wisc.edu](mailto:empearce@wisc.edu)  
265-5223.

## **SMOKING POLICY**

21 N. Park Street follows the University of Wisconsin-Madison Smoke-Free policy found at: [http://www.vc.wisc.edu/Docs/smokefree\\_policy\\_080402.pdf](http://www.vc.wisc.edu/Docs/smokefree_policy_080402.pdf). There are new changes that are effective April 2, 2008.

The parking facility operates under the regulations of the Office of Transportation Services. The parking garage is considered a State facility and no smoking is permitted in any parking garage on campus. Please use the designated smoking areas for 21 N. Park Street.

The approved smoking areas for 21 N. Park Street are south of the dock area (between Buck's and the building) and between Fraboni's parking lot and our building, west of the side entrance which will allow you to move 25 feet from the doorway. Please do not smoke in front of the Transportation Office in the lane between our building and the Safety building.

Please note that you must be 25 feet from a building exit/entrance when smoking so that our customers may enter and exit the building without traveling through smoke-filled air.

# **SOLICITATIONS BY NON-TENANT GROUPS**

## **Lobby Table**

Only 21 N. Park Street building occupants may set up an informational/greeting table or handout materials in the building's front lobby by the Welcome Center entrance in connection to an event they are hosting. The table/handouts must serve a specific purpose and appropriate signage is requested so your purpose is clear to visitors.

Only one occupant/table per day will be allowed. To request to schedule a day you must contact the Building Manager (Kathleen Smith 265-0904) or email at [building@busvc.wisc.edu](mailto:building@busvc.wisc.edu) a minimum of 3 days in advance.

## **Table Outside Building**

Only 21 N. Park Street building occupants may set up an informational/greeting table or handout materials outside the building on 21 N. Park Street grounds in connection to an event they are hosting. The only location available for a table or handout for materials is near the Welcome Center entrance to the building and must adhere to the following guidelines:

- The request must be made with the 21 N. Park Street Building Manager (Kathleen Smith 265-0904) or email [building@busvc.wisc.edu](mailto:building@busvc.wisc.edu) at least 3 days in advance.
- No more than one table may be set up at a time. The sponsoring group is responsible for its own table to be placed in the designated space.
- Proper signage must be displayed indicating the sponsoring group. The sponsoring group may not leave the table unstaffed or move from behind the table to solicit on the university sidewalk in front of 21 N. Park Street.

## **SPACE USE AND RESERVATIONS**

1. Visitor and Information Programs (Welcome Center). Please see: <http://www.visit.wisc.edu/conference-rooms/> for reservation guidelines and information.
2. WiscCal Procedures for 21 N. Park Street. For shared space conference rooms, Business Services departments will use the WiscCal process through the “WiscCal Online” in the My UW Portal. Others may decide to use the “WiscCal Plus” desktop version.

### **WiscCal Procedures for 21 N. Park Street Occupants**

*Last updated: 2/20/2012*

#### **Background**

All shared spaces at 21 N. Park Street are managed on WiscCal, the campus-wide calendaring system. Some shared spaces are self-serve, meaning that occupants can view and schedule them themselves. Other spaces are view only, meaning that occupants can view the resource calendars to help determine whether or not there is an opening for a potential event. In addition, all shared space events will be posted on “Today at 21 N. Park Street” – an LCD screen display in the first floor lobby provided and updated daily by the Welcome Center. This document is designed to assist users with the view/reservation process within WiscCal (both online and desktop versions).\*

#### **\*Note:**

1. If you are unfamiliar with how to use WiscCal, talk with someone in your unit or at the DoIT Help Desk (4-HELP).
2. If, after attempting to access the 21 N. Park Street shared space resource calendars, you are denied access, contact Kate Pierre at 3-6918 or [kpierre@ohr.wisc.edu](mailto:kpierre@ohr.wisc.edu).

Meeting Rooms 1106, 1108, 1106/1108 at 21 North Park  
Computer Lab 5041 at 21 North Park  
Training Room 5045 at 21 North Park

- 1) Check availability in WiscCal\*
- 2) Determine the room, date, and time you would like to reserve
- 3) E-mail the following information to [roomreservations@ohr.wisc.edu](mailto:roomreservations@ohr.wisc.edu)  
Room, date, begin and end times, title of meeting, type of meeting, number of people, what AV equipment you will need
- 4) You will receive an email confirmation of your registration which will include instruction for how to cancel your reservation

Room	Type	Capacity
1106	Meeting or Training Live phone jack Built-in LCD DVD/VCR Laptop hookup	31 with Chairs @ 11 rectangular tables** 36 with Chairs @ 6 round tables 42 Lecture Style (chairs only)
1108	Meeting or Training  Built-in LCD DVD/VCR Laptop hookup (no live phone jack)	27 with Chairs @ 9 rectangular tables** 30 with Chairs @ 5 round tables 36 Lecture Style (chairs only)
1106/1108 Combined	Meeting or Training	58 with Chairs @ 20 rectangular tables** 66 with Chairs @ 11 round tables 78 Lecture Style (chairs only)
5041 (no food allowed)	Computer Lab only  Instructor computer at front of room Built-in LCD	20 computers
5045  Note: The priority use for this room is Training and professional development	Training only  Computer Built-in LCD DVD/VCR Document camera	48 with Chairs @ 16 rectangular tables**

\*How to view:

Go to WiscCal

Click on "View agendas"

Search for "Resources"

Put "nprk" into Resource Name (do not put anything in "resource number")

Click on "Find"

Choose the room number you want and click on View (or add to favorites)

\*\*default set-up: room must be returned to this set-up by the person/group using the room

Self-Booking (through WiscCal) Conference Rooms 6046, 7041, 7045 at  
21 North Park

Note: If you are a 21 North Park Street occupant, please contact Kate Pierre at  
[kpierre@ohr.wisc.edu](mailto:kpierre@ohr.wisc.edu) and ask for scheduling access

- 1) First Step for all rooms is to check availability in WiscCal\*
- 2) Determine the date and time you would like to reserve
- 3) Reserve the room (see instructions below)\*

Room	Type	Capacity	Room Manager (will open and lock door daily and post calendar)
6046	Conference	10 with chairs and tables	Research and Sponsored Projects (Deb Erickson, <a href="mailto:derickson@rsp.wisc.edu">derickson@rsp.wisc.edu</a> )
7041	Conference	14 with chairs and tables	Division of Continuing Studies
7045	Conference	25 with chairs and tables	Division of Continuing Studies

\*How to view and book:

Go to WiscCal

Click on "View agendas"

Search for "Resources"

Put "nprk" into Resource Name (do not put anything in "resource number")

Click on "Find"

Choose the room number you want and click on "view"

Once you see the room agenda, click on "Open Scheduler"

Create the meeting

\*\*\*\*\*

If you have a request for a change regarding the scheduling of these Shared Space Rooms, please contact your representative on the Shared Space Team for 21 N. Park Street who will forward your request to [Don Schutt](#) and [Nancy Sandu](#). The representatives are:

1. [Kathleen Smith](#), Business Services, Building Manager
2. [Deb Erickson](#), Research and Sponsored Programs
3. [Doug Rose](#), Facilities Planning and Management
4. [Wren Singer Wielgus](#), Center for First Year Experience
5. [Laura Ingram](#), Div. Continuing Studies
6. [Kevin Cherek](#), Administrative Information Management Services (AIMS)

## **SWAP PICK-UP**

To arrange for a SWAP pickup, you must fill out the form found at:

<http://www.bussvc.wisc.edu/swap/pick-up.html>

- Please do not place your items for SWAP pickup in the dock area until either the day before or the day that SWAP is expected to pick up the items. We have limited space available in the dock area. Items left in the dock area interfere with daily garbage pickup and deliveries to the building.
- When you place your request for a SWAP pickup, please ask for the anticipated pickup date. When SWAP items are placed in the dock, please label the items with the responsible department and the anticipated pickup date.
- You may put your used toner for SWAP in the dock area. It is best to leave it near the lift and be sure that it is boldly labeled "SWAP-RECYCLE."

## **TRANSPORTATION OPTIONS**

### **PARKING**

Information on visitor, faculty/staff and student parking can be found at <http://www2.fpm.wisc.edu/trans/Parking/StaffParking.htm>

### **BICYCLES**

Bicycle cages are available for rent on an annual basis to provide covered and secured parking for bicycles. A bike cage is available in Lot 29 (21 N. Park Street). The bike cage will be locked for protection and anyone renting the cage will be given a key for accessibility.

NOTE: These are not individual lockers. For more information, see

[http://www2.fpm.wisc.edu/trans/alt\\_bicycling.asp](http://www2.fpm.wisc.edu/trans/alt_bicycling.asp) If you have any further questions, contact Transportation Services.