

# 21 N. Park Street Building Guidelines



This guideline provides specific information on building issues for 21 N. Park Street. If you have any questions related to this guideline, or information outside of what is listed here, please send an email to [buildingmanager@ohr.wisc.edu](mailto:buildingmanager@ohr.wisc.edu).

Last Full Update: April 2016

## **Building Manager and Responsibilities**

Providing building maintenance support is part of the responsibilities of Administrative Services Unit (ASU). When you see a building maintenance concern, you can email the Building Manager at [buildingmanager@ohr.wisc.edu](mailto:buildingmanager@ohr.wisc.edu). The Building Manager will address the issue or contact the Physical Plant as needed. You can also contact the Physical plant directly for maintenance issues in your work area at <https://www.fpm.wisc.edu/physicalplant/>.

### **Examples of when to contact the Building Manager or Physical Plant:**

- Malfunctioning doors, elevators, air handling units
- Lights burned-out
- Clogged drains
- Leaking pipes
- Icy sidewalks
- Carpet/floor damage

### **Examples of when to contact the Building Manager**

- Mail or package delivery issues
- Unknown or suspicious guests in the building or stairwells
- Lost and Found
- Vending Machine malfunctions
- Paper towels in the breakroom on 6<sup>th</sup> floor

### **Building Hours**

- Monday-Friday 7:00 a.m. to 5:00 p.m.
- A Wiscard with 21 N. Park access permission is required to enter the building outside of normal building hours

### **Extended Access**

If you schedule special trainings, meetings, etc. after normal building hours, you can request to extend building hours so that those who don't have a Wiscard with 21 N. Park access are able to enter. To request extended building access, occupants must:

- Contact the Building Manager ([BuildingManager@ohr.wisc.edu](mailto:BuildingManager@ohr.wisc.edu)) and UWPD Access Control ([access@mhub.uwupd.wisc.edu](mailto:access@mhub.uwupd.wisc.edu)) to request the change
- Include the days, times required, and title of the after-hours event
- Allow at least one week notice for UWPD to process the request

## **Building Occupants**

- Administrative Services Unit – Suite 1102
- Transportation Services – 1<sup>st</sup> Floor, Suite 1200
- Office of Human Resources (OHR) – Suite 5101
- UW System Internal Audit – Suite 5270
- Business Services
  - Administration, Accounting Services, Purchasing - Suite 6101
  - Accounting, Accounts Payable, Risk Management – Suite 5301
- Research and Sponsored Programs (RSP) – Suite 6401
- Continuing Studies – Suite 7101

## **Department Building Contacts**

To assist the Building Manager, department contacts 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 Building Manager
- Serve as liaison to Campus Service Units, such as Physical Plant and Custodial Services
- Assist in building evacuation, in case of fire or other emergency

## **Department Building Contacts:**

### **Business Services:**

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

Bradley Thomas, ([bradley.thomas@wisc.edu](mailto:bradley.thomas@wisc.edu))  
21 N. Park Street, Suite 6101, 890-2572

### **Continuing Studies:**

Jessie Koch ([jessica.koch@wisc.edu](mailto:jessica.koch@wisc.edu))  
21 N. Park Street, Suite 7101, 262-4498

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

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

### **Research & Sponsored Prog. (RSP)**

Brenda Egan ([baegan@rsp.wisc.edu](mailto:baegan@rsp.wisc.edu))  
21 N. Park Street, Suite 6401, 262-9029  
\*Temporary until Gay/Rader replacement hired\*

### **Office of Human Resources (OHR)**

Donna Seelye ([donna.seelye@wisc.edu](mailto:donna.seelye@wisc.edu))  
21 N. Park Street, Suite 5101, 890-3183

### **Transportation Services:**

Kim Henderson ([kim.henderson@wisc.edu](mailto:kim.henderson@wisc.edu))  
265-8003

Sue Thalacker ([sue.thalacker@wisc.edu](mailto:sue.thalacker@wisc.edu))  
265-4807

## **Breakroom and Vending Machines**

The break room is located in Room 6060 and is open to all 21 N. Park Street tenants and guests. Staff are expected to keep the room clean and free from trash. The Building Manager is responsible for supplying paper towels. Room 6060 also has vending machines for employees and visitors in the building. The Building Manager is responsible for communicating with Canteen Vending if there are any maintenance issues with the machines. The Building Manager will also coordinate vending machine refunds for any problems that users encounter (“stuck” items, incorrect change given, expired items, etc.).

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 keep the area clean, including microwaves and refrigerators.

## **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 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.

## Custodial Services

21 N. Park Street is cleaned by Physical Plant's Custodial Services. If building occupants have immediate custodial needs, the best practice is to call Physical Plant's CARS at 3-3333.

The main custodial contacts for 21 N. Park are:

- Steve Heitz (263-3082) – 1<sup>st</sup> shift program supervisor
- John Brixy (228-3853) – 3<sup>rd</sup> shift program supervisor
- Shane Faith (265-4686) – Night shift supervisor
- Patrick Riley (575-1361) – Day shift supervisor

**Custodial Staff Duties:** Garbage collection, cleaning of general use spaces, vacuuming of offices and hallways, mopping, restroom cleaning and stocking. Custodial workers are not responsible for the kitchenette areas on floors 5 and 7. Custodial workers are on a strict cleaning schedule at 21 N. Park, and they are not expected to break this schedule to respond to building emergencies or unscheduled custodial requests.

**Custodial Shifts:** 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.) If there are questions about the services provided by custodial staff members, occupants should contact the Building Manager who will then communicate with the appropriate custodial supervisor.

## Emergency Procedures

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

- To reach UW-Madison Police Department's Communication Center dial: **9-1-1** or **9-9-1-1**. Both of these options will contact UWPD 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.

### **Important 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 Environment, Health & Safety	265-5000
Physical Plant/CARS	263-3333 Voice or 265-4550 TTY
UWPD Access Control	265-3279

## **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
- Do not use elevators during a fire emergency.

### **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

### **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.
- 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.
- Notify firefighters on the scene if you suspect someone may still be inside the building.

### **Disabled Employees and Visitors**

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 when the co-workers leave the building they would again notify emergency personnel that a person needs assistance, providing the location of the individual. 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 to assist them out of the building.



## **CPR/AED Medical Emergencies**

*Remember universal precautions: protect yourself from blood and body fluids. Before an emergency occurs, learn the location of First Aid Kits on your floor.*

- Dial 911 and be prepared to give information about the emergencies
- Contact a certified CPR/AED person nearest the incident
- AEDs (Automatic External Defibrillators) are located behind the front desk in Suite 5101 and in the main reception area in Suite 7101
- Certified persons are posted in public or office services areas throughout the building.

### **Certified employees as of 4/2016 at 21 N. Park:**

o	5 <sup>th</sup> Floor	Telephone:
	Debbie Beich, Room 5344a	262-8926
o	7th floor:	
	Martin Rouse, Room 7132	262-5825
	Christina Finet, Room 7224	262-3319
	Beth Fahlberg, Room 7319	263-5293

Employees who wish to be CPR/AED certified are responsible for signing up for training through the Office of Talent Management's online training catalog:

<https://www.ohrd.wisc.edu/Catalog/Default.aspx>.

Available trainings are typically listed under the "Safety and Security" section of the catalog. Registration is \$55 per person, and the employee's department is responsible for covering registration fees.

## **Tornado**

The tornado shelter areas for 21 N. Park Street are posted on each floor's "Building Evacuation Route" sign. These signs are located near the drinking fountains on each floor and in the west end elevator lobbies. The green-shaded areas on these signs show where employees should go in case of a tornado warning.

Department building contacts will be notified by the Building Manager via walkie talkie if there is a tornado warning, indicating if employees need to take shelter.

### **The following areas are approved as tornado shelters:**

Parking Decks – all floors

Bathrooms – all floors

1st Floor: Staircase leading to first floor (area without windows) and hallway leading to door facing Fraboni's

5th Floor: Park Street elevator lobby and main hallway from that end stopping at (shared space) conference room 5041

6th Floor: 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 only

If one of these locations is not available, you should seek shelter in an interior hallway, avoiding large rooms, windows and elevators.

## **Lost and Found**

The Administrative Services Unit, located in Suite 1102, maintains the building's Lost and Found. Inquiries about lost or found items can be sent to [BuildingManager@ohr.wisc.edu](mailto:BuildingManager@ohr.wisc.edu). Below are general guidelines for determining how ASU will handle items in our Lost and Found:

- ASU will attempt to locate the owner of the lost item
- If the owner of the item is known, ASU will contact him/her by phone or email
- If the owner is unknown, ASU will keep lost item in Suite 1102
- Special consideration will be given to “items of importance” such as phones, money, keys, computers, ID, wallets, purses, etc. If the lost item is an item of importance, ASU will keep it in a locked drawer until the item is claimed. ASU will determine if an unclaimed item of importance will be turned over to UWPD.

## **Concealed Carry Law**

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

- Signs are posted on all building entrances informing individuals that firearms and weapons are 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.
- If you see a person who is not a police officer in uniform carrying a weapon in the building, call 911. UWPD recommends thinking “safety first” and if you err, please err on the side of calling police.

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

## **Mail Delivery & Shipping Services**

- Each department is responsible for picking up campus mail, US Mail, and packages at the mailroom by the delivery dock.
- ASU delivers packages that are too large for department mailboxes or that are delivered directly to Suite 1102
- Departments are responsible for taking all outgoing mail to the dock area
- Departments are responsible for bundling and tagging outgoing US Mail with their funding code

Departments must set up an account with UW Extension to send outgoing US Mail. Contact UW Extension's Mail Services at [postal.bulk@uwex.edu](mailto:postal.bulk@uwex.edu) or 608-262-9973 for further instructions on opening an account.

## **Room Reservations**

Occupants are responsible for scheduling room reservations by emailing the below contacts:

- Room 1106, [roomres@ohr.wisc.edu](mailto:roomres@ohr.wisc.edu)
- Room 1108, [roomres@ohr.wisc.edu](mailto:roomres@ohr.wisc.edu)
- Room 5041, [roomres@ohr.wisc.edu](mailto:roomres@ohr.wisc.edu)
- Room 5045, [roomres@ohr.wisc.edu](mailto:roomres@ohr.wisc.edu)
- Room 7041, [info@dcs.wisc.edu](mailto:info@dcs.wisc.edu)
- Room 7045, [info@dcs.wisc.edu](mailto:info@dcs.wisc.edu)

When emailing the appropriate contact, provide the following information:

- Date of event
- Time of event
- Number of participants
- Title of event
- A/V equipment needed

You will receive an email confirmation of your reservation which will include instructions for the day of your event.

## **Surplus/Swap Pick-up**

To arrange for a surplus pickup, occupants can start by filling out a Surplus Request form: <http://www.bussvc.wisc.edu/mds/pick-up.html>. Occupants may also call SWAP's general information line at 608-497-4440 for more information. Employees must follow MDS/SWAP's "Disposal of Surplus University Property" policy. The policy and procedures related to scheduling a pick-up are found at <http://bussvc.wisc.edu/purch/ppp18.html>.

- 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."

## **General Information**

### **Parking**

Information on visitor, faculty/staff and student parking can be found online at <http://transportation.wisc.edu/parking/parking.aspx>. The Transportation Services office, located in Suite 1200 at 21 N. Park, can also provide further parking information.

### **Keys**

Each department/division is responsible for its own key policy, including distribution of keys. Employees need to see their department key administrator for more information

### **Thefts**

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

### **Suspicious Persons**

Occupants should report any building visitors that are suspicious or engaged in inappropriate behavior to the building manager ([BuildingManager@ohr.wisc.edu](mailto:BuildingManager@ohr.wisc.edu)). Occupants may also contact 21 N. Park's community police officer, Matt Shaw at [mattshaw@wisc.edu](mailto:mattshaw@wisc.edu) or 608-262-2957.

### **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\\_080519.pdf](http://www.vc.wisc.edu/Docs/smokefree_policy_080402_080519.pdf) Occupants and visitors must be 25 feet from a building exit/entrance when smoking.