Please be advised that faculty, staff, and students can now opt-in to receive announcements regarding building operations at the School of Medicine. Notifications provide important information regarding building services including planned utility shut-downs, emergency notifications, and general updates regarding our facilities. Information provided in these announcements may have implications for the use of the School's facilities and require action on your part in response to the notification.

The process to opt-in or opt-out is simple:

1. Go to [http://my.med.upenn.edu](http://my.med.upenn.edu) and log-in with your PennKey
2. Select "Listserv Manager" from the left-hand column
3. Click on the buildings for which you would like to receive announcements
4. Log-out

All individuals who currently receive building announcements have been transferred to the new email notification system. Names/addresses that could not be verified have been removed from the contact list. The building notification lists have also been cross-referenced with the space database and all individuals to whom space is assigned have been added to the respective building notification list. Business administrators of organizations occupying each building have also been added to the respective notification lists. To assure that you receive all appropriate announcements, please use the above process to verify and update your information. Please contact Space Planning & Operations, 215-898-2876, if you have any questions regarding this message.

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**A Message from the Executive Director**

Dear Colleagues:

In this newsletter you will find important information regarding:

- The winter break schedule of services
- Seasonal safety and security precautions for all School of Medicine occupants
- U.S. Postal Service addressing requirements
- Information about recent renovation projects completed by our Facilities Planning & Space Management group

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

I'd like to take a moment to acknowledge the contributions of the staff of Space Planning & Operations. The staff of Space Planning and Operations works diligently to enable and enhance the academic and research endeavors of the School of Medicine. Some of the things we do are:

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

Our staff is committed to supporting the SOM community in its mission, so please join me in thanking them for the work that they do.

We hope you enjoy a safe and healthy winter break and New Year. We look forward to 2010 and the opportunity to serve the School of Medicine community. We wish you all the best for the holiday season and in the New Year.

Sincerely,

Eric Weckel, AIA

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**New Process for Building Announcements Lists**

Please be advised that faculty, staff, and students can now opt-in to receive announcements regarding building operations at the School of Medicine. Notifications provide important information regarding building services including planned utility shut-downs, emergency notifications, and general updates regarding our facilities. Information provided in these announcements may have implications for the use of the School's facilities and require action on your part in response to the notification.

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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 Friday, December 25th through Monday, January 4th. The Control Center will be staffed during this time period. From 6 pm on Thursday, December 24th through 8 am, Monday, January 4th, 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 24th. Normal operations will resume on the morning of January 4th. Access key services will not be available from December 25th until January 3rd. If you have an access key emergency, please contact Darren Johnson via email darrerj@mail.med.upenn.edu. 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 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.

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.

#OM 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.

Glenolden Research Facility:
- December 25th, 31st, and January 1st
  - Closed
- December 26th, 29th, and 30th
  - Open between 10 am and 2 pm

TRL:
- December 25th and January 1st
  - Closed
- December 26th, 29th, 30th, and 31st
  - Open between 8 am and 12 pm

Distribution Services central SOM:
- December 25th and January 1st
  - Closed
- December 26th, 29th, 30th, and 31st
  - Open between 8 am and 12 pm

Service Adjustments
- Alcohol Distribution: Alcohol orders will not be processed during the break. The last distribution date before the holidays will be Tuesday, December 22nd from 2:00 – 4:00 pm. The storeroom will re-open for regular operations on Tuesday, January 5th.
- 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.
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 25th through January 3rd. Any required services during the break must be scheduled and confirmed prior to December 11th. 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 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/find.html.

Tips to remember when planning your events at the 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,
Erica, Brian, Jacqui, Felicia, Waverly, Charles, & Walker

Contact Us

Space Planning & Operations is here to serve the SOM 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 the email address below. Thank you.
planops@mail.med.upenn.edu

USPS Addressing Requirements

The United States Postal Service (USPS) has specific requirements governing mail addressing. The Postal Service has introduced new bottom-up address scanning, where the second line from the bottom of the address is scanned for the street location. All University incoming mail must conform to the current USPS addressing standards. Below are examples of proper automation compatible addresses. Please note the use of all upper case and a sans serif font. Though these changes may seem simple, variations from this format can result in several days’ delay in delivery.

```
<table>
<thead>
<tr>
<th>Line #</th>
<th>Field Names</th>
<th>Sample Item Staff</th>
<th>Sample Item Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>DR JEAN Q SMITH PHD</td>
<td>JEAN SMITH</td>
</tr>
<tr>
<td>2</td>
<td>Title</td>
<td>DIRECTOR OF EVERYBODY</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>University</td>
<td>UNIVERSITY OF PENNSYLVANIA</td>
<td>UNIVERSITY OF PENNSYLVANIA</td>
</tr>
<tr>
<td>4</td>
<td>School</td>
<td>SCHOOL OF MEDICINE</td>
<td>SCHOOL OF MEDICINE</td>
</tr>
<tr>
<td>5</td>
<td>Dept/Student Mailbox</td>
<td>DEPARTMENT OF EVERYBODY</td>
<td>MB 1234</td>
</tr>
<tr>
<td>6</td>
<td>Building Location</td>
<td>335 ANATOMY-CHEMISTRY</td>
<td>STEMMLER 100</td>
</tr>
<tr>
<td>7</td>
<td>Street</td>
<td>1234 EVERYBODY BLVD</td>
<td>1234 PEOPLE ST</td>
</tr>
<tr>
<td>8</td>
<td>City/State/Zipcode</td>
<td>PHILADELPHIA PA 19104-6110</td>
<td>PHILADELPHIA PA 19104-6069</td>
</tr>
</tbody>
</table>
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Contact Penn Mail Services for more information 215-898-MAIL.
http://www.business-services.upenn.edu/mail/index.shtml
The Facilities Planning & Space Management division of Space Planning & Operations is responsible for handling wide variety of space related projects within the School of Medicine, among them, renovations of space. When a space no longer functions optimally for a department, or when public spaces need refurbishing, Facilities Planning & Space Management works to find solutions for departments and the SOM. We analyze existing space by looking at furnishings, layout, and design to determine how to best meet the changing needs of the SOM community.

Here are a few spaces our group has recently renovated or refurbished. Maloney 8 was set up as a new space for The Institute for Translational Medicine & Therapeutics (“ITMAT”). Classroom space, shared office space, and an open administration area were created. The second floor of Blockley Hall was renovated to create private and shared offices for the Center for Genetics and Complex Traits. Austrian Auditorium was given a fresh new look by providing new carpets and reupholstering the seating. These are just a few of the examples of projects that SPO handles everyday, helping to address the needs of departments and of the School of Medicine.