University of Wisconsin-Madison
Medical Foundation Centennial Building

Facilities Use Guidelines

Adopted by the MFCB Operations Committee
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I. ACCESS, SECURITY, AND BUILDING HOURS
The Facilities Office Building (MFCB) is equipped with a photo identification and security access card system for building access and access to various areas inside the building.

Kiosks / Electronic Directories
There are two informational kiosks located in the MFCB. One is located on the 1st floor by the north entrance, next to the elevators; and the second kiosk is located on the 2nd floor by the connector next to the elevators.

Building Hours

Monday – Friday
1. The building will open at 5:30 AM (with the front doors and connector from the CSC open). Access to the CSC will correspond with its building hours.
2. The building will remain open without access control until 7:00 PM at which time entry can only be obtained by access card at all public entries. Each floor will remain open without access control from 6 AM – 6 PM. All staff must wear visible security access cards outside of these hours.
3. Exceptions:
   a. 2nd floor offices: 8 AM - 5 PM
   b. 7th floor offices: 7 AM – 5 PM

   • Please note, meetings at MFCB should be scheduled to begin prior to 6 PM in order to accommodate building security policies.

Saturday & Sunday
1. The building will be closed on weekends. Employees must have a security access cards to enter the building.

Holiday Hours
Security/Identification card required for access on all state and university holidays and furlough days.

ADA/Accessibility Concerns
If you are faculty/staff and require accommodations for a disability please contact the Equity and Diversity Resource Center (Equity & Diversity Resource Center website). You may also contact your school or unit representative directly. For the School of Medicine and Public Health (SMPH), contact Elizabeth Bolt or Connie Putland.

For information on accessibility routes within the MFCB, please refer to the floor plans posted throughout the building.

Code Violations
This building will be periodically checked for code violations by various building inspectors. The building manager will be notified of all reported code violations. For fire code violations, the building manager will communicate with the department or other party and resolve the
violation. Typical violations include “permanent setups” of extension cords, blocked fire extinguishers, or blocked exits and hallways. The building manager will report to the applicable inspector how the violations have been addressed.

**Emergency Procedures**
The UW- Madison Police Department has an emergency procedures guide and can be accessed UWPD [Emergency_Response_Guide](#).

**Keys**
When a staff member needs keys, the individual’s work unit must initiate the key request. The request will go to [MySchoolBuilding](#).

**Photo I.D./Security Access Card**
The staff member’s work unit must initiate all requests for access card changes to accessible areas. These requests will go to [MySchoolBuilding](#) and the MFCB Building manager. Requests are forwarded to Police and Security. See the complete policy [here](#).

**II. BUILDING USE**

The UW Medical Foundation Centennial Building (MFCB) was designed to be a modern building that allows natural light to come into the building and generous views out for all faculty staff and visitors. The building is a Gold LEED certified building and as such a basic design idea is that natural daylight light occurs throughout the building. Consequently, each Department assigned to the MFCB adopts the following guidelines.

**Natural Light & Views in Private and Open Offices:**
About half of the private offices have exterior windows. To counter this fact, sidelights and transom windows were added to all private offices to create visibility and openness throughout the building. The size of the exterior windows in the private offices also contributes to this.

These large glass areas are oversized so that there is abundant natural light throughout the building and there is also an opportunity for views to the outside. This benefits the individuals assigned to these exterior private offices but also all occupants / building users. Private office sidelights are to remain clear unless the occupying department determines that an occupant assigned to a private office has a need to have a portion of the sidelight panel obscured. In such cases, a translucent window film may be used per the Sidelight Film Policy that follows. Sidelights may NOT be blocked with furniture, posters, paper, or any material other than the approved film. Please see Appendix A for the MFCB Sidelight Film Policy.

**Artwork**
Building occupants may decide what art is hung in private offices. Art work in all other areas of the building should be coordinated by the occupants of the area in question. Art work should not be hung anywhere in the first floor and second floor public areas without first getting approval from the MFCB operations committee. If artwork needs to be hung, please submit the request via Maintenance Direct by clicking [MySchoolBuilding](#) and it will be directed to the MFCB Building Manager.
**Balloons**
Helium filled balloons are not allowed inside the Atrium of the MFCB. Balloons accidentally or purposely released in the Atrium can set-off fire alarms and therefore are a safety and security risk.

**Banners**
MFCB Departments wishing to display banners in the Atrium must gain approval from the MFCB Operations committee, submit proper request (work order) using Maintenance Direct (MySchoolBuilding) and this request will go to directly to the Building Manager. The Building Manager will contact the group/individual to make the proper arrangements to have the banner properly displayed once approval has been granted.

**Temporary Displays by Campus Groups**
Temporary displays are discouraged in the MFCB except in designated communications areas such as bulletin boards.

**Charitable Organizations**
Charitable Organizations desiring to set up displays in the MFCB for collections must receive approval from the MFCB Operations Committee, be sponsored by a campus organization, and notify the building manager. Charitable organizations and/or their sponsors are responsible for security of the materials that have been/or will be collected.

**Food**
Catered Events are only acceptable for departmental parties. The MFCB is not designed for large events. The University Facilities Use Committee has developed guidelines for the use of caterers: (Catering Policy and Procedure--Use of Outside (Non-UW) Services)

**Catering is**
Food service provided as part of a University-sponsored program by an outside licensed and insured restaurant and/or catering operation. Food is prepared, transported, set out and/or served by the vendor's employees.

**Catering Is Not**
Food purchased and prepared by non food service University staff. Prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza or related items) purchased from a licensed restaurant and/or catering operation and served by university staff on property owned or facilities used by the University.

**Responsibilities of users of MFCB space for events at which food is served:**
It is the responsibility of the user to clean any area impacted by the delivery, preparation, and distribution of food.

- All Trash will be the responsibility of the group that scheduled the event. The trash will be bagged neatly, water tight (without leaks), and placed next to communal garbage cans.
• If cleaning materials are needed for wiping down surfaces, etc, this is the responsibility of the group that scheduled the event.
• If a vacuum cleaner is needed to vacuum the area, it is the responsibility of the group that scheduled the event to obtain one.

**Alcohol**
Serving alcohol in MFCB requires an ALCOHOL BEVERAGE SERVICE PERMIT that has been secured from an “Authorized University Official.” The “Authorized University Official” in the MFCB is Gordon Ridley, SMPH Associate Vice Chancellor. Vice Chancellor Ridley can be contacted via email at gtridley@wisc.edu.

This information is consolidated from the University of Wisconsin-Madison Facilities Use Guidelines. Information regarding the sale of alcohol is also included in this document. Click [UW Madison Facilities Use Guidelines](#) to view the entire document.

**Decorations**
Building occupants are free to decorate personal workspaces. Any decorations or pictures affixed to walls or doors shall be affixed or hung by professional facilities staff. Submit requests for this service by clicking [MySchoolBuilding](#) and it will be directed to the MFCB Building Manager.

With respect to Holiday decorations, the following information is provided from the UW Madison, Director of Administrative Legal Services:

“In general, holiday decorations of a religious nature may be displayed by employees in their own personal work space, without being considered an impermissible “establishment of religion.”

We recommend that employees be sensitive with respect to the display’s location and size, especially when the employee’s personal work space is located in reception areas where there may be numerous visitors.

With respect to departmental or institutional decorations, it is appropriate to use decorations that have a secular meaning. It is also permissible to create multi-cultural displays or displays that include the various religions that celebrate holidays at this time of the year, as long as the dominant theme or character of the display is secular.

Should you have any questions or in the event that some has raised an issue or complaint, please contact Administrative Legal Services for assistance at 263-7400.

**Plants**
When displaying plants in the building, take care not to ruin furniture, windowsills, or other building materials. Plants should not be hung in any fashion. Maintain healthy and well trimmed plants. Please be sensitive to allergies or medical conditions of those around you, especially when placing plants in public areas.
**Signage**
There are two informational kiosks located in the MFCB. One is located on the 1st floor by the north entrance next to the elevators and the second kiosk is located on the 2nd floor by the connector next to the elevators. Room numbers for building occupants and locations of service providers located in the building can be found here. Additionally, the MFCB has signage to help occupants, users, and visitors find their way around the building. Temporary signage to various locations in the building should not be needed. Occupants and users of the building are not to install temporary signage for way finding purposes for any reason.

For requests to add new signage or change existing signage in work group areas, staff members should have the request approved by the appropriate department or group administrator. These requests will be forwarded to the Building Manager, who will take them to MFCB Operations Committee for final approval. All new or modified signage will match the standards for signage within the MFCB.

**Political Purposes**
The University Facilities Use Committee has developed policies that can be obtained by clicking Use of University of Wisconsin-Madison Facilities for Political Purposes.

**Smoking**
University of Wisconsin-Madison Policy states that all buildings and vehicles, regardless of location, which are owned or leased by the UW-Madison, will be entirely smoke-free (UW Smoking Policy). Effective April 2, 2008, the schools of Medicine & Public Health, Nursing, Pharmacy, and the Waisman Center, implemented a smoke-free policy for all Health Sciences locations.

Smoking is not allowed anywhere on the Health Sciences/UWHC Campus: on any property within the ring road, as well as on the grounds of the Waisman Center and Rennebohm Hall.

**Supplemental Heating and Cooling Devices**
The MFCB has a state of the art heating and cooling system. Contact the Building Manager if for health reasons, a staff member needs to use supplemental heating and cooling devices.

**III. BUILDING OPERATIONS**

**Custodial Services**
The MFCB is cleaned by a second shift crew in the University of Wisconsin Physical Plant Custodial Department. Contact the Building Manager for special requests or as issues arise. The priority for cleaning by Custodial Services in each building is:

1. Highest Priority:
   a. All restrooms
   b. Main entries and “first impression” areas
   c. Classrooms
   d. Main hallways and stairways
   e. Public offices
2. Secondary Priority:
   a. Private Offices
   b. Remote hallways and stairways
3. Lower Priority:
   a. Janitor Closets
   b. Storerooms

Floors are stripped and waxed as needed. Generally, this will be done during semester break periods. The frequency of this service depends on availability of personnel and the condition of the floor surface. Offices should be vacuumed or damp mopped on an average of once each week. The frequency will vary as the condition (cleanliness) of the room dictates. Computers, papers on desks and personal items will not be moved in order to dust or wash a surface. Hallways will be swept, dusted, or vacuumed on a daily basis. Waste and recycling baskets will be emptied weekly.

**Furniture**
All requests for furniture should be submitted through Maintenance Direct. Only those requests approved by a supervisor will be considered. There is a set of standard furniture items and finishes for the MFCB from which an individual may choose. You may make requests for special furniture accommodations. These requests should be submitted directly to the Building Manager.

**Information Technology**
The University has developed a policy for the appropriate use of information technology resources. This policy can be obtained at [http://www.doit.wisc.edu/security/policies/appropriate_use.asp](http://www.doit.wisc.edu/security/policies/appropriate_use.asp)

**Maintenance Calls**
Request for maintenance are submitted through Maintenance Direct ([MySchoolBuilding](#)). However, if the request is of an urgent matter, please call the UW Physical Plant Central Answering and Response Service (CARS) at 263-3333. Be prepared to give the building number, room number, and a description of the problem.

**Moves**
To arrange for a move within the building, submit a request through Maintenance Direct ([MySchoolBuilding](#)). If you require additional assistance in planning for a move, visit the Space Management Office’s website and refer to the ([Relocation Guide](#)).

1. **Additional Campus Services available:**
   * Truck Service – Moving Services
   * Phone (608) 262-1574
   * [UW Physical Plant](http://www.uwplanning.dit.wisc.edu/physical_plant)
Parking
All parking is handled by UW Transportation Services. Information may be obtained by visiting UW Madison Transportation Services website.

Auto Parking
There are departmental reserve stalls; two disabled stalls; and one 25 min. metered stall available at the front entrance of the MFCB.

NOTE:
- Disabled parking is provided and managed by UW Dept. of Transportation. See Appendix B for a site plan showing the location of the disabled parking space. Campus policy for disabled parking can be found at: (http://transportation.wisc.edu/parking/permit_disabled.aspx)

Bicycle and Moped Parking
Bicycle and Moped parking is available in the following areas:

1. Entrance of the MFCB, adjacent to the west entrance of the Children’s Hospital
2. Additional bicycle and moped parking can be found on the concrete pad
3. An abundance of bike parking outside the WIMR Building, between the HSLC & WIMR
4. Several locations throughout the UWHC Patient/Visitor Ramp as well as Lot 79 & Lot 95.

NOTE:
- Bikes cannot be brought into the building. Bike and mopeds are not to be secured to railings, loading docks, trees, etc. where foot or vehicle traffic can be impacted, or where snow removal or grounds maintenance is hampered. Bike and mopeds improperly parked can be ticketed and/or removed by UW Transportation Services.

Recycling
Small containers will be placed in offices for paper. Larger containers will be placed in each elevator lobby and break room for other materials including, glass, aluminum, newspapers and cardboard. Take care to sort and recycle. Larger office or furniture items need to go to Surplus-With-A-Purpose (SWAP). Pickups are to be made in the room the item resides in and proper approvals need to be arranged with SWAP and the work group administrator.

Newspapers and Literature Distribution
The newspaper distribution area is located in the vending machine area.

Literature Distribution
This space is available for literature distribution for University related activities sponsored by organizations associated with the University.

Newspaper Distribution
All newspapers will be placed in racks. Use care to keep area as tidy as possible
**Mail Services**

**Personal Mail**
Personal outgoing U.S. Postal Service (USPS) mail can be dropped off in the appropriate outgoing boxes at the mailroom. Outgoing USPS Mail is picked up between the hours of 10:45am and 12:30pm Monday through Friday.

**NOTE:**
- There is no USPS service on all Federal holidays.

**Official Outgoing Mail**
Official mail that is to be metered is handled through UW Extension (UWEX). All official outgoing mail to be metered must have the proper UWEX Mail Services Billing Slip attached to the envelope/package being sent. This billing slip has the following information on it:

- Funding String (i.e. A53-02XX-6-233-XXXXXX)
- Department Name (i.e. Admin – Physical Facilities)
- 1685 Highland Avenue
- Issued: Date issued by UW Extension (Note 1 below)

If your official outgoing Documents/Packages need to be sent out using Federal Express (FedEx), United Parcel Service (UPS), Speedy delivery service, etc., using UWEX Mailing services attach UWEX Mail Services Billing Slip, and have complete return address and ship to address attached to the documents/packages, place in MFCB mail room in designated area.

If you have a bundle of envelopes being sent out, securely attach one UWEX Mail Services Billing Slip to the bundle. If you have enough envelopes that can fit into a white mailing bin, just ensure one UWEX Mail Services Billing Slip is in each bin. Once it is ready for mailing, put it in the UW Extension box in the mailroom.

**NOTE:**
- See *Shipping and Receiving* for more information regarding FedEx, UPS, etc.

If you do not have a UWEX Mailing Services Billing Slip, you need to contact UW Extension by calling the UW Extension Mail Center at 262-3881 and ask for Scott or Jim, email these individuals: Scott.moore@uwex.edu Jim.zueisdorf@uwex.edu

You will need to send an email updating your funding strings prior to July 1st of each year. If you do not update, after July 1st of each year, your outgoing official mail will be returned due to bad Funding String number.
Shipping and Receiving

Deliveries

- During regular business hours, UPS, Fed Ex, DHL, and other delivery companies will be routed to the mailroom. Building occupants are encouraged to track the status of orders on the delivery company’s website.
- Packages will be received and signed for in the mailroom. Then either a notice will be put in your mailbox in the mailroom or the package will be delivered by the close of each business work day (Monday through Friday).
- Packages that need to be shipped out during regular business hours can be brought to designated areas in the mailroom. These packages will be picked up by delivery companies daily.

Hours for pick-up & delivery

USPS: 10:45AM - 12:30PM
FedEx Express: 8:30 AM – 10:30 AM
FedEx Ground: 10 AM – 11 Am
UPS: 9:30 – 11:30 AM

Mailroom package delivery procedure

When packages arrive at mailroom, they will be signed for by mailroom staff. Scanned into SMPH barcode scanner software which acknowledges product received.

After all couriers have made deliveries, packages will be delivered to predetermined areas in a Department, at which time they will be scanned as delivered and signed for.

Returns

MDS (i.e. Corporate Express/Grainger/etc.): Packages from Materials Distribution Services (MDS) cannot be returned simply by leaving the package in a designated area.

If you have a package that needs to be returned to MDS, the following steps apply:

1. You must first call MDS to schedule a 'return pickup' using your account (MDS) number.
2. You can also go to the MDS website (http://mds.bussvc.wisc.edu/order/shopper_lookup.asp) using your MDS account number to schedule a return pickup.
3. After scheduling a return, you will be given a return confirmation number. This number must be printed out or written directly on the box BEFORE it is brought to designated area on the MFCB Mailroom for pickup.

NOTES:

- You can also contact MDS directly by calling (608) 497-4400 or (800) 662-1727, by fax (608) 497-4424, or by Email mdscsr@bussvc.wisc.edu.
• See SWAP pick-up procedures for details.

Steps to ensure pick-up
• Prepare packages with proper packing, shipping labels and bring them to the designated area in the mail room for pickup.
• We will have a everyday pick up at approx. 3:00PM. Have packages down stairs well before this scheduled time.

Surplus-With-A-Purpose (SWAP) Pick Up
1. You can complete a SWAP on-line form by going to SWAP’s website:

2. Complete the on-line form.

3. Print a copy of the form and TAPE to the item(s) you are sending out. Simply putting SWAP on the box of the item(s), with the exception of Printer Cartridges (see note below) that you want returned is not sufficient nor will it be picked up. Please remember, you must have:
   a. the appropriate form,
   b. printed out from the website

4. Submit the form electronically.

5. After submitting the form, you can return an item to SWAP by writing “RETURN” on the box/item and leaving it at the MFCB Mailroom.

IV. BUILDING SERVICES

AED (Automatic External Defibrillator)
There are three AEDs located in the MFCB. One is located in the Atrium. The second AED is located on the fourth floor, in the elevator lobby. There is a third AED located on the seventh floor, in the elevator lobby. These devices are available to all occupants of the building in case of an emergency.

Lost and Found **COMING SOON**

Postings and Notices in the Building
Postings such as flyers, notices and for sale signs are only to be placed in designated communications areas. Public bulletin boards are located in each floor’s break area and adjacent to the Building Services office on the 1st floor.

All postings will be removed on the 1st and 15th of the month in order to maintain cleanliness of the facility. Please be aware that the Building Manager reserves the right to remove any items found to be inappropriate.

Notices, flyers, papers or any other communications materials are NOT to be attached to walls, doors, columns, windows or any surface other than an approved bulletin board. Any such items will be immediately removed.
Public Telephone
There is one Public (Campus courtesy) telephones located in the MFCB. The phone is located on the north side of the building, outside the Radiology Learning Center (1230). Questions and concerns regarding these phones should be directed to the Building Manager.

Showers
Showers and changing space are available in the building for building occupants. Showers are located on the 1st floor inside the women and men restrooms. Another shower is located inside the unisex shower room, across from the vending machines. Users of the showers need to provide their own towels, soap, etc. Users are asked to keep the shower rooms clean and leave nothing behind when they are finished using the facility.

Vending Machines
Vending machines are located across from the unisex shower (1105). Purchasing Services under the direction of the Chancellor bids an exclusive contract for the provision of vended products in University buildings and property. This contract is administered by the Wisconsin Union. The campus demands strict provisions from the contractor, and a service phone number is posted on the vending machine. The vending contractor logs all problem calls and a monthly summary is provided to the campus. Service requests should be routed to this number.
V. APPENDIX

Appendix A: MFCB Sidelight Film Policy

The interior design of the MFCB includes glass sidelight panels adjacent to all office doorways, in keeping with practices at other recent medical school buildings such as the Health Sciences Learning Center and the Wisconsin Institutes for Medical Research. The sidelight increases the amount of illumination throughout the building to create a brighter, more open atmosphere, particularly for windowless interior rooms.

Some building occupants have expressed preferences for obscuring the visibility of the windows for personal reasons. This policy attempts to reconcile the building’s original interior design with the needs of its occupants.

Each door is adjoined by a set of three glass panels. The middle of these three panels covers the eye level of adults.

1. A standard type of visibility restriction will be approved for the building under certain conditions outlined below.

2. The School has selected a translucent decorative film identified as 3M Yamata SH 2 PT WA. (Translucent rice paper effect).

3. Only the middle panel may be covered with film.

4. The film must be installed by the specified vendor following the layout specified by the School.

5. The cost of purchasing and installing the film is to be funded by each respective department.

6. Department chairs must authorize the use of film in designated rooms. Chairs may develop their own criteria for which rooms require film. Occupants are encouraged to live in the building as designed for several months before deciding if film is necessary.

7. No window treatment of any other type is allowed on any of the glass panels. Nonconforming materials will be removed.

8. New requests, replacement or removal of film is accomplished by submitting a Maintenance Direct work order by clicking (MySchoolBuilding)
Appendix B: Disabled Parking Map

***Coming soon***