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I. PERTINENT BUILDING HOURS AND FACILITIES MANAGEMENT STAFF

A. CU-Denver Building

Building Access: 6:00am – 8:00pm, Monday – Friday
7:30am – 5:00pm, Saturday
*Closed on Sundays and common holidays
*Card access all other times

Security: **Mon, Tues, Wed, Thurs, Sat, Sun**
Shift 1 → 12:00am – 8:00am
Shift 2 → 8:00am – 4:00pm
Shift 3 → 4:00pm – 1:00am
Friday
Shift 1 → 12:00am – 6:00am
Shift 2 → 6:00am – 2:00pm
Shift 3 → 2:00pm – 9:00pm
Shift 4 → 9:00pm – 1:00am

Dock Hours: 6:00am – 6:00pm, Monday – Friday
* 20 minute loading and unloading all times
* Must sign in at the security officer's desk.

B. Lawrence Street Center Building

Building Access: 6:00am – 8:00pm, Monday – Friday
7:30am – 5:00pm, Saturday
*Closed on Sundays and common holidays
*Card access all other times

Security: **Monday - Thursday**
Shift 1 → 5:00am – 2:00pm
Shift 2 → 2:00pm – 10:00pm
Friday
Shift 1 → 5:00am – 9:00am
Shift 2 → 9:00am – 2:00pm
Shift 3 → 2:00pm – 10:00pm
Saturday → 7:30am – 5:00pm
Sunday → 9:00am – 5:00pm

Dock Hours: 6:00am – 6:00pm, Monday – Friday
* 20 minute loading and unloading all times
* Must sign in at the security officer's desk.

C. Business School Building

Building Access: 7:00am – 8:00pm, Monday – Friday
*Closed on Saturdays, Sundays and common holidays
*Card access all other times

Security: **Monday - Friday**
Shift 1 → 7:00am – 3:00pm
Shift2 → 3:00pm – 11:00pm
Saturday → none
Sunday → none

D. Holiday Schedule: Fiscal Year 2010 – 2011

Common Holidays

The following holidays will be observed at all UC Denver campuses and locations. All Denver campus buildings will be closed on the following dates.

Independence Day
Labor Day
Thanksgiving
Christmas
Alternate Holiday
New Years Day
Memorial Day

Holiday Policy

Holiday schedule can be found on the HR website at the following link:
<http://www.ucdenver.edu/about/departments/HR/Documents/HolidayScheduleFY12.pdf>

II. FACILITIES MANAGEMENT STAFF

1. BUILDING MANAGEMENT STAFF

A) Office Team (main dispatch number: 303-724-1777)

George Stumpf, Director

Dictates overall building policy

Edward Schroeder, Manager

Oversees building budgets
Oversees daily building operations
Oversees campus maintenance
Oversees construction projects
Principal vendor contact

Claudette Iacino, Administrative Assistant

Main point of contact for CU Denver Campus
Coordinates parking for UCD
Electronic access, building manuals

Dora Safoh, Student Assistant III

Back-up for Claudette Iacino
Distributes tenant correspondence

B) Building Maintenance Team

Mark Arge, PMT III, Campus Supervisor

Oversees building maintenance and minor construction projects

Phil Petty, Electronic Specialist I

Locksmith, repairs building locks, distributes keys, electronic access

Mike Mohwinkle, Pipe Mechanical Trades I

Provides building maintenance

Steven Trujillo, Pipe Mechanical Trades I

Provides building maintenance

Sam Avila, Pipe Mechanical Trades I

Provides building maintenance

Pipe Mechanical Trades I

Provides building maintenance

2. AZTEC HOUSEKEEPING DUTIES

DENVER CAMPUS (LSC, CU, & BS Buildings):

TASK	FREQUENCY
Office Trash	3x/week (Mon, Wed, Fri)
Vacuum – office	3x/month
Vacuum – hallway (except 1 st floor)	3x/week & spot daily
Dust mop – hallway (except 1 st floor)	3x/week & spot daily
Wet mop – hallway	2x/week & spot daily
Restrooms	5x/week
Public areas – trash	5x/week
Public areas – vacuum/swept (spot)	5x/week
Public areas – vacuum/swept (thorough)	1x/week
Public areas – drinking fountains	5x/week
Public areas – cleaned/dusted	1x/week
Conference rooms – trash	5x/week
Conference rooms – vacuum/swept (spot)	2x/week
Conference rooms – vacuum/swept (thorough)	3x/week
Conference rooms – mopped (spot)	2x/week
Conference rooms – mopped (thorough)	3x/week
Conference rooms – cleaned/dusted	3x/month
Classrooms/Auds – trash	4x/week
Classrooms/Auds – vacuum/swept (spot)	2x/week
Classrooms/Auds – vacuum/swept (thorough)	3x/week
Classrooms/Auds – mopped (spot)	2x/week
Classrooms/Auds – mopped (thorough)	3x/week
Classrooms/Auds – cleaned/dusted	3x/month
Labs – trash	4x/week
Labs – swept/spot mopped	2x/week
Labs – swept/wet mopped thoroughly	3x/week
Lounges/break rooms/kitchens – trash	5x/week
Lounges/break rooms/kitchens – vacuum/swept/mopped	4x/week
Lounges/break rooms/kitchens – sinks daily	4x/week
Recycling – central, desk-side, public	3x/week
Patient care areas – all tasks	5x/week

Floor Care	
Buffing – hallways and labs (except 1 st floor)	3x/month
Buffing – patient care areas (except 1 st floor)	3x/month
Annual carpet cleaning	1x/year
Annual strip-n-wax	1x/year

III. BUILDING PROCEDURES

The Office of Facilities Services at the University of Colorado Denver is committed to maintaining a safe and pleasant working environment for all tenants on the Denver Campus. As a tenant, your participation is essential. With this in mind, please abide by the following building policies:

A. General Building Policies:

The following are **strictly prohibited** in the Lawrence Street, CU Denver, and Business School Buildings:

- Smoking
- Pets *(with the exception of service dogs)
- Bicycles in Building (see "Parking" this section for bike procedures)
- Unattended children
- Illegal drugs
- Alcohol, except as permitted for special functions
- Firearms or weapons
- Use of electric heaters - *must adhere to campus policy
- Solicitation by outside parties
- Disposal of any foreign material down drains is prohibited.
- No skateboarding, roller skates or segways are allowed in the buildings
- Tenants working on the building or making any kind of changes to it is strictly prohibited (i.e. electrical, painting, etc.)

B. Postings:

- For posting information or announcements, please contact Facilities Management at 303-315-2290.

C. Security

For your security, the CU-Denver, Lawrence Street and Business School buildings are staffed with security officers during the following hours:

CU-Denver:	24 hours a day/7days a week
LSC:	5:00am – 10:00pm, Monday-Friday 7:30am – 5:00pm, Saturday 9:00am – 5:00pm, Sunday
Business School:	7:00am – 11:00pm, Monday-Friday Saturday → none Sunday → none

Please participate in our efforts to keep a safe building environment by doing the following:

- Lock all entrances & exits to your suite each evening.
- Lock office doors when unattended during the day.
- Lock up valuables such as purses or wallets.
- Report all thefts, no matter how small to security officer immediately, & an incident report will be filed. Notify Auraria Police if necessary. (Note: any 911 calls placed with campus phones will go directly to Auraria police.)
- Please note: Facilities Management is not responsible for lost or stolen personal items. Please report solicitors or suspicious individuals immediately to security officer at **303-315-6000** or **303-315-6001**.

D. Procedures

1. After-Hours

- Employee and student I.D. access cards are required to enter the CU-Denver, Lawrence Street, and Business School buildings during non-business hours. Tenants should also carry a key to their suites at all times.
- Lost or stolen I.D. cards should be reported immediately to Facilities Management at (303) 315-2290.
- I.D. cards & keys of all terminated employees must be collected & returned to the Facilities Management Front Help Desk. If necessary, suites will be re-keyed at tenant's expense.
- Faculty and staff who have after-hours visitors will need to meet the visitors in the lobby to escort them in.
- Contractors after hour access will be approved and requested through projects.

All requests need to be authorized, approved and Cc'd to your appropriate department Dean, Assistant Dean, Chair, Chancellor, Vice Chancellor, or Director. Failure to do so will result in your request being denied!

•In the event of the breakdown or failure of any building equipment after normal business hours, please call 303-724-1777.

2. Deliveries/Pick-ups

Tenants must accept & sign for their deliveries. Building and security personnel cannot take responsibility for accepting deliveries.

Tenants are responsible for any damage caused by their delivery personnel. Instruct delivery personnel as follows:

- All deliveries using carts or dollies must use the dock entrance
- All floors are to be covered with masonite when moving heavy items.
- Freight elevator is to be used.

3. Floor Load

- Building structure requirements prohibit placing loads that exceed 70 lbs. live load per square foot on floors. Should you find it necessary to utilize equipment that exceeds this rating, you must receive prior written approval from Facilities Management

4. Moves

- All moves in the CU-Denver, Lawrence Street, and Business School buildings can be requested by filling out the 'move services' form online at the following link:
<http://www.ucdenver.edu/about/departments/FacilitiesManagement/Forms/Pages/Forms.aspx> or it can be done directly through Roxanna Winslow at (303)-724-1158).
- Moving services are provided by an outside vendor.

On the day of move:

- Movers are to check in with security officer prior to loading or unloading materials
- All items moved in or out must be taken through the loading dock
- No items are to be moved across the lobby floor
- Masonite is to be laid from the dock entrance door to the elevator
- Elevator edge protection is to be used on all floors being accessed
- Only the freight elevator is to be used for moving
- Tenant and moving company are responsible for leaving the area moved from clean and free of trash generated in the moving process
- Any damage to the elevators, doors, corridors, tenant spaces or building grounds caused by the tenant or moving company will be the responsibility of the tenant.

5. Work Requests

- Tenant Work Requests are available via request form at <http://www.ucdenver.edu/about/departments/FacilitiesManagement/Forms/Pages/Forms.aspx> or call 303-724-1777.
- If you are uncertain or need information about your request prior to submitting it, call the Facilities Management Help Desk at (303) 724-1777.
- Tenant Work Requests include requests for small remodeling projects (painting, carpet cleaning etc)
- Facilities Management will handle the request upon receipt and tenant will be contacted for coordination and planning of request.

6. Film Approval Process

All filming and or pictures require approval, please follow the instructions found at:

<http://www.ucdenver.edu/about/departments/FacilitiesManagement/Services/Pages/PhotoFilmVideo.aspx>.

It also should be noted that the process may take up to two weeks before permission is granted.

7. Remodeling

All tenant building remodels, no matter how small must go through Facilities Management Projects. No Contractors are allowed in the building without prior approval from Facilities Management or Facilities Management Projects.

These include but are not limited to:

- Carpentry
- Carpeting/Tile
- Ceiling Work
- Electrical
- Heating, Ventilation and Air Conditioning (HVAC)
- Painting/Wall covering
- Plumbing
- Carpet cleaning

Facilities Management will manage remodeling projects through every phase of planning and construction including:

- meeting with the tenant to determine exact requirements
- retaining architectural services for working drawings if required
- obtaining bids from and selecting a contractor to perform work
- coordinating and monitoring construction through its completion

Facilities Management will work with the tenant to ensure that design and contractor specifications are performed to your satisfaction.

8. Key Requests

- All building keys must be requested through Facilities Management by filling out a key request at the following link:
<http://www.ucdenver.edu/about/departments/FacilitiesManagement/Forms/Pages/Forms.aspx>
- Requests should be completed and submitted electronically to ensure that they are legible.
- Every effort will be made to have keys delivered to tenant within 3 business days.

All requests need to be authorized, approved and Cc'd to your appropriate department Dean, Assistant Dean, Chair, Chancellor, Vice Chancellor, or Director. Failure to do so will result in your request being denied!

9. Building Access: LSC, CU, and Business School

- Send building access requests to the following email address:
Downtown.Access@ucdenver.edu

All requests need to be authorized, approved and Cc'd to your appropriate department Dean, Assistant Dean, Chair, Chancellor, Vice Chancellor, or Director. Failure to do so will result in your request being denied!

10. Signage

- Facilities Management provides all way finding signage.
- Payment is required for all other services.

11. Parking

Wait List Policy

CU-Denver & Lawrence Street Buildings: Spaces will be awarded on a first come, first serve basis and only to University of Colorado Denver employees. Employees also have the option of paying to park at the Denver Performing Arts Center (DPAC)

Business School: TBA

Parking Garage Door Dimensions

CU-Denver Building ----- 6' 8" clearance, 20' wide

LSC Building (upper & Lower) ----- 6' 2" clearance, 18' wide

Business School Building----- 6' 2" clearance, 9' 6" wide

The University of Colorado Denver is not responsible for theft or damage to automobiles. Be sure your vehicles are locked and valuables secured.

Bicycle Racks

LSC: Bike racks are available in the upper parking garage through the door which connects the loading dock area with the upper garage. This door is equipped with a card reader and is designated for bicycle parkers ONLY.

CU: Bike racks are located on the 14th street side and bike cages are on parking level one in the CU garage.

To obtain a key to the bike cage or an access card to the garage bike door, your bike MUST be registered with Facilities Management. Registration is mandatory and failure to do so will result in access denial. Keys and access is limited to fifty applicants, first come first serve.

Business School: Bike racks are located on the Lawrence street side of the building.

The University of Colorado Denver is not responsible for theft or damage to your bike. Be sure your bikes are secure. Bicycles are not permitted in buildings. Bicycles are not to be left on the bike racks longer than two days, bicycles that are left on bike racks longer than two days will be turned over to University Police.

Motorcycle Parking

- Motorcycles may park in assigned spaces only.
- There are two motorcycle stalls located in the Lawrence Street building's lower garage at the established monthly rate.

IV. STANDARD SERVICES

A. CU-Denver, Lawrence Street & Business School Buildings

1. HVAC is provided for:

CU-Denver, Lawrence Street, & Business School

Monday - Friday-----6:30am - 10:00pm

Saturday-----8:00am - 5:00pm

For Hot/Cold or other HVAC problems call the Facilities Management help desk at 303-724-1777 & provide information. Your request will be dispatched to the next available operator.

2. Recycling (Single Stream)

Recycling is provided in the CU-Denver Building through Recycle America, a partner of Waste Management. The program is administered by the management office and carried out by our contracted cleaning company, **AZTEC Services**. The list below shows those items which will be accepted for recycling and those which will not. This list has been reproduced for posting in the appendix of the manual.

UC Denver's Downtown buildings and Anschutz Medical Campus offer single stream recycling.

Recyclable:	Not Recyclable:
Paper: Office, fax, colored, coated, Post-It notes, Staples, Paper clips & Clamps	Bathroom, Food or Kitchen Waste
Manila or Colored Folders, Junk mail	Carbon paper, photographs, transparencies
Envelopes	Chipboard- including wax chipboard and wax cardboard
Newspapers and Magazines	Label backing or sheets
Aluminum Cans & Plastics #1-7	Liquids, Window Glass, wet or soiled paper, Carpet
Cardboard (Flattened), Brown Paper bags, Paperboard	Oil or Styrofoam, Plastic bags, Plastic tubs
Glass Bottles & Jars, Steel Cans & Empty Aerosol Cans	Rubber bands, string or rope

Cardboard: Please break cardboard down as much as possible and label it as recycling.

Recycling items, if properly labeled, will be picked up by the cleaning crew. If you wish to take the items to the dumpster, please note the following:

- All recycling items go in the **WHITE** dumpster
- Paper items can be placed in the dumpster without being bagged.
- Please **NO** plastic bags or garbage.

For questions or concerns about recycling and paper shredding, please contact Facilities Management's Customer Help Desk at 303-724-1777. You can also email Melissa Caron (melissa.caron@ucdenver.edu) or call her at 303-724-1028

3. Insect/Pest Control

- For insect or pest problems call the Facilities Management Help Desk at 303-724-1777.

4. Loading Dock/Deliveries

- The loading docks in the CU-Denver and Lawrence Street buildings are accessible from (6am – 6pm) only
- Person utilizing loading dock must sign in at the security officer's desk.
- Person can be there for a maximum of 20 minutes.

5. Fed Ex/ Mailboxes

Overnight Drop Box

- Located in the P1 parking level of the CU-Denver and in the vending machine area on the main Lobby of the Lawrence Street Center.
- Pick-up is at 6:00pm for both CU-Denver and Lawrence Street buildings.

Intercampus Mailboxes of LSC

- Located in the main lobby of the 1st Floor.

U.S. Mailboxes

- Located in the main lobby area of the CU-Denver building and outside building entrance in the Lawrence Street Center.

Mail Pick-up hours:

CU-Denver building:	<i>Monday-Friday, 1:15pm and 2:45pm</i>
Lawrence Street Center:	<i>Monday-Friday, 12:30pm, 2:45pm, 5:00pm and Saturdays, 10:30am, 12:45pm, 3:00pm</i>
Business School:	<i>TBA</i>

For mailbox questions and concerns, please contact Facilities Management's Customer Help Desk at 303-724-1777 or Barb Mayberry at 303-724-0312

6. ATM Machine

- For the convenience of CU-Denver employees and students, an ATM machine is located at the entrance of the CU-Denver building.

7. Vending Machines and Lounge Area Locations

CU-Denver: *Vending machines are located on the third floor off of the elevator lobby*

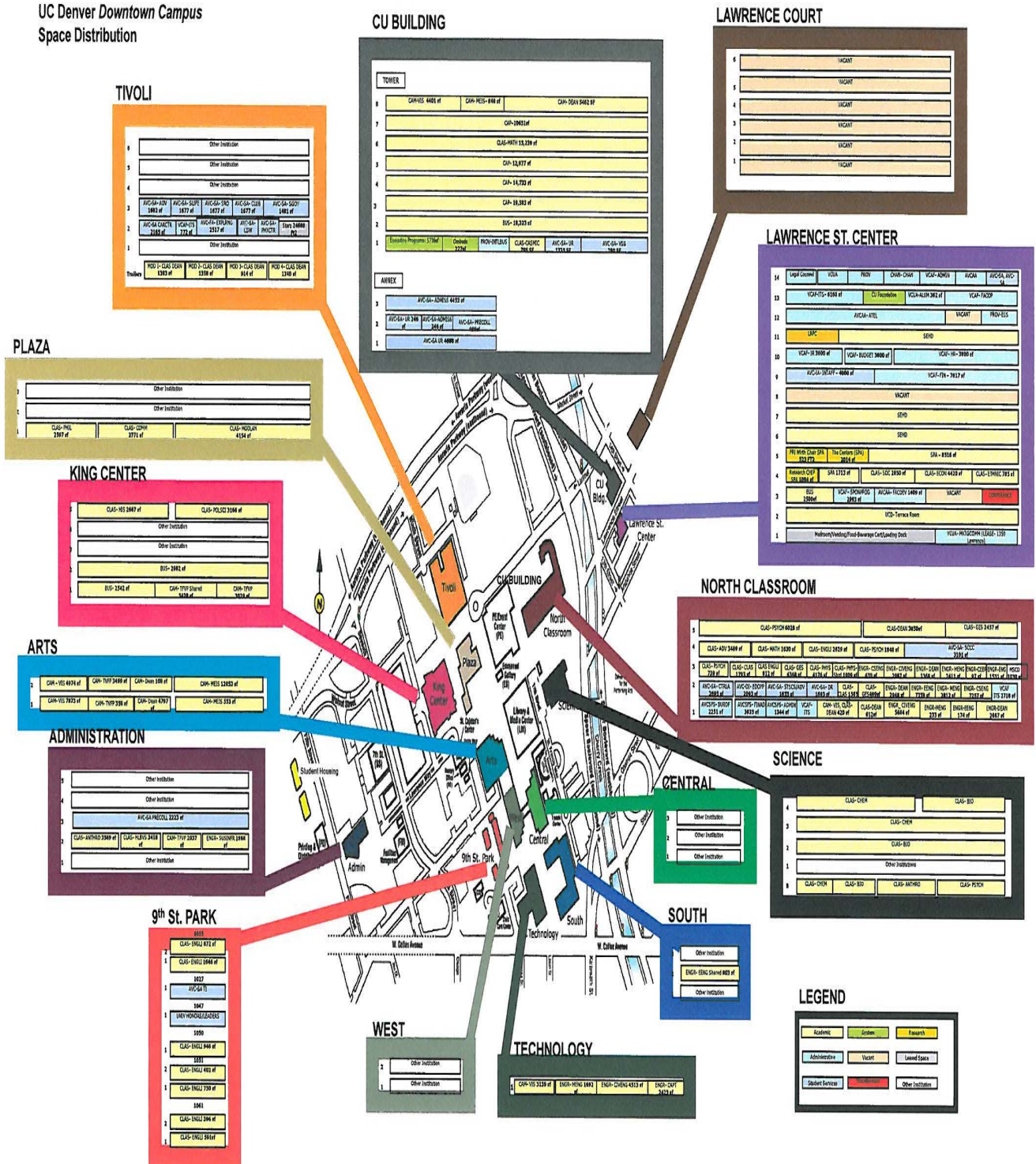
LSC Building: *Vending machines are located on the first floor and towards the mail room. The LSC coffee cart (**The Lift**) is located in the front elevator lobby on the 1st floor. It sells coffee, beverages, breakfast, and lunch items.*

Business School Building: TBA

For coffee cart/vending machine questions, concerns, or refunds, please contact Facilities Management's Customer Help Desk at 303-724-1777 or Maria Portelli. She can be reached at 303-724-6643 or by email at maria.portelli@ucdenver.edu

V. UCD STACKING PLANS

UC Denver Downtown Campus Space Distribution



LEGEND

Academic	System	Research
Administrative	Vacant	Leased Space
Special Services	Other Institution	

LEGEND

AVC-AA	Associate Vice-Chancellor Academic Affairs	ENGR	College of Engineering and Applied Science
	ATEL Academic Technology and Extended Learning	CAPT	Colorado Advanced Photonics Technology Lab
	FACDEV Faculty Development	CEEP	Continuing Engineering Education Program
AVC-DI	Associate Vice-Chancellor for Diversity	CIVENG	Civil Engineering
	EDOPP Educational Opportunity	CSENG	Computer Science and Engineering
AVC-FA	Associate Vice-Chancellor Faculty Affairs	DEAN	Engineering Deans Office
	EXPLRNG Experiential Learning	EENG	Electrical Engineering
AVC-IA	Associate Vice-Chancellor for International Affairs	ENG	Engineering Administration
	INTAFF International Affairs	MENG	Mechanical Engineering
AVC-SA	Associate Vice-Chancellor for Student Affairs	LRPC	Latino/Latina Research and Policy Center
	ADMISS Admissions	MSCD	Metropolitan State College of Denver
	ASAC Academic Success and Advising Center	PROMTEN	Privilege and Tenure
	CARCTR Career Center	PROV	Provost
	CLUB Student Clubs/Organizations	INTLBUS	International Business
	CSW Community Standards and Wellness	INSTPLNG	Institutional Planning
	CTRLA Learning Resource Center	ESS	Educational Support Services
	DR Disability Resources and Services	SEHD	School of Education and Human Development
	DS Dean of Students	SPA	School of Public Affairs
	PHXCTR Phoenix Center	STARZ	Starz-Encore FilmCenter
	PRECOLL Pre-Collegiate Programs	VCAF	Vice-Chancellor for Administration and Finance
	SCCC Student and Community Counseling Center	ADMIN	VCAF Administration
	SGOV Student Government	BUDGET	Budget
	SLIFE Student Life	FACOP	Facilities Operations
	SRO Scholarship Resource Office	FIN	Finance
	STSCS/ADV Student Success/Advising	HR	Human Resources
	TI Denver Transfer Initiative	IR	Institutional Research
	UR University Registrar/Records	ITS	Information Technology Services
	VSS Veteran Student Services	SPONPROG	Sponsored Programs
AVC-SFS	Associate Vice-Chancellor for Student Financial Services	PROJ	Facilities Projects
	ADMIN AVC-SFS Administration	VCUA	Vice-Chancellor for University Advancement
	BUROF Bursars Office	ALUM	Alumni
	FINAD Financial Aid	MKTGCOMM	Integrated Communications
BUS	Business School		
CAM	College of Arts and Media		
	DEAN CAM Deans Office		
	MEIS Music and Entertainment Industry Studies		
	TVFP Theatre, Film and Video Production		
	VIS Visual Arts		
CAP	College of Architecture and Planning		
CHAN	Chancellor		
CLAS	College of Liberal Arts and Sciences		
	ADV Advising		
	ANTHRO Anthropology		
	BIO Biology		
	CASMIC Center for Applied Science and Mathematics for Innovation and Competitiveness		
	CHEM Chemistry		
	CLAS CLAS Administration		
	CLAS DEAN CLAS Deans Office		
	COMM Communications		
	ECON Economics		
	ENGLI English		
	ETHNIC Ethnic Studies		
	GES Geography and Environmental Sciences		
	HIS History		
	HLBVS Health and Behavioral Sciences		
	MATH Math		
	MOD Modular Classrooms		
	MODLAN Modern Languages		
	PHIL Philosophy		
	PHYS Physics		
	POLSCL Political Science		
	PSY Psychology		