GRAND VALLEY STATE UNIVERSITY

Pew Campus Protocols
2013-14
Introduction:

The work of the GVSU community at the Pew Campus requires collaboration and the sharing of space and equipment. Therefore, it is important for everyone to understand the protocols that support effective interaction, meet privacy needs, and promote effective utilization of campus resources.

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Mail Distribution

PROTOCOL

- All incoming mail and packages (intercampus and U.S. mail) are delivered to each building. All incoming materials are sorted and placed into departmental bins. Each department will be responsible for sending a representative to the mail room each day to pick up their mail and/or packages. A key is issued to each department for their respective mail bin.

- Mailroom Locations:
  - Eberhard Center: Loading Dock
  - DeVos Center: Loading Dock
  - Cook DeVos Center for Health Sciences: Room 157
  - Secchia Hall: Winter Hall & Tower G
  - Winter Hall: Main Entry
  - Seidman Center: Loading Dock

- Any packages small enough will be placed in the departmental mailboxes.

- All outgoing mail (intercampus and U.S. mail) should be taken to the mail room in your building on a daily basis. All unstamped outgoing mail will still be processed and posted through Allendale. Please attach department bar code card to unstamped mail. The current protocols for incurring postage charges will still apply. Pre-stamped mail can be placed in the U.S. mailboxes.

- U.S. Mailbox Locations:
  - Eberhard Center: 1st Floor next to the Security Department
  - DeVos Center: Plaza
  - Cook DeVos Center for Health Sciences: Room 157

- Fed-Ex:
  Each department should individually coordinate all Fed-Ex pickups and deliveries. Fed-Ex Kinkos at 233 Fulton Street offers daily service.
  - Monday through Friday: 7:30 am to 9:30 pm
  - Saturday: 10:00 am to 6:00 pm
  - Sunday: noon to 6:00 pm
  - Contact: (616) 336-1900

- UPS
  The Mail/Copy Center can ship UPS packages and will deliver them to your department.
Proper Mail Addressing

- **Bicycle Factory:**
  **US Mailing address:**
  John Smith  
  Grand Valley State University  
  201 Front Ave SW, Suite 350  
  Grand Rapids, MI 49504  
  **Intercampus mailing address:**
  Operations 350 BIK  
  John Smith  

- **Cook DeVos Center for Health Sciences:**
  **US mailing address:**
  John Smith  
  Grand Valley State University  
  301 Michigan Street N.E.  
  Suite 219  
  Grand Rapids, MI 49503-3314  
  **Intercampus mailing address:**
  Nursing 300 CHS  
  John Smith  

- **Depot:**
  **US mailing address:**
  John Smith  
  Grand Valley State University  
  510 W. Fulton Street  
  Suite 219  
  Grand Rapids, MI 49504-6433  
  **Intercampus mailing address:**
  Small Business Development DEP  
  John Smith  

- **Eberhard Center/Keller Engineering Building/Kennedy Engineering Building**
  **US mailing address:**
  John Smith  
  Grand Valley State University  
  301 W. Fulton Street  
  Suite 219  
  Grand Rapids, MI 49504-6430  
  **Intercampus mailing address:**
  Engineering 718 EC  
  John Smith  

- **Secchia Hall:**
US mailing address:
John Smith
420 W. Fulton Street
Apt. 101 Tower A
Grand Rapids, MI 49504-6436

Intercampus mailing address:

<table>
<thead>
<tr>
<th>Secchia</th>
<th>207 SEC</th>
<th>John Smith</th>
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- L. William Seidman Center:
  US mailing address:
  John Smith
  Grand Valley State University
  50 Front Ave
  Suite 3007
  Grand Rapids, MI 49504

  Intercampus mailing address:

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<tr>
<th>Seidman</th>
<th>3007 SCB</th>
<th>John Smith</th>
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- Winter Hall:
  US mailing address:
  May Smith
  32 Winter Ave.
  Apt. 101
  Grand Rapids, MI 49504

- Richard M. DeVos Center:
  US mailing address:
  John Smith
  Grand Valley State University
  401 W. Fulton Street
  Suite 219
  Grand Rapids, MI 49504-6431

  Intercampus mailing address:

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<tr>
<th>Operations</th>
<th>201C DEV</th>
<th>John Smith</th>
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- Holland Meijer Campus
  US mailing address:
  John Smith
  Grand Valley State University
  515 S. Waverly Road
  Suite 219
  Holland, MI 49423-7489
Intercampus mailing address:

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<tr>
<th>Cont. Ed.</th>
<th>HOL</th>
<th>John Smith</th>
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- **Lake Michigan Center**  
  US mailing address:  
  John Smith  
  Lake Michigan Center  
  Annis Water Resources Institute  
  Grand Valley State University  
  740 W. Shoreline Drive  
  Muskegon, MI 49441  
  Intercampus mailing address:

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<tr>
<th>AWRI</th>
<th>LMC</th>
<th>John Smith</th>
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- **Michigan Alternative and Renewable Energy Center (MAREC)**  
  U.S. mailing address:  
  John Smith  
  MAREC  
  Grand Valley State University  
  200 Viridian Drive  
  Muskegon, MI 49441  
  Intercampus mailing address:

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<tr>
<th></th>
<th>MAREC</th>
<th>John Smith</th>
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Custodial Cleaning

A contracted cleaning service will be utilized to provide cleaning of the Pew Campus.

PROTOCOL

- Common areas, including hallways, bathrooms, and lounges will be cleaned on a daily basis.

- Individual office spaces will be cleaned on a weekly basis. A schedule will be developed so that each floor is assigned one night per week for cleaning. The Pew Campus Operations Office can provide the schedule if needed.

- Open cubicles and office suites will have trash emptied on a nightly basis.

- If an office trash bin needs to be emptied, place it outside its respective office door.

- Large items that are trash need to be labeled with a sign or note that says “TRASH” in order for the items to be taken. Please make sure this notation is clearly visible.

- Specific cleaning requests should be made through the Operations Department.

- To ensure proper recycling, please fill recycling bins with office paper only.

- Two wastebaskets will be provided per office: one for regular trash and one for paper recycling.
Workrooms

Workrooms are located throughout all buildings on the Pew Campus, except housing. Workrooms are intended to be utilized by all occupants of a particular floor or office space. Workrooms may contain such items as copy machines for small-batch copying, a refrigerator, a coffee machine, mail slots for faculty/staff members, shredders, and worktables.

Lounge space is provided in the following locations:
- DeVos Center on the 2nd and 4th floors of the office tower.
- CHS 475
- SCB 3002
- EC 708

Lounges include tables for informal gatherings, comfortable chairs and/or couches and are intended to be used by all faculty, staff and student employees.

PROTOCOL

- Lounges are intended for informal socializing and work purposes only and should remain open for everyone. Lounges cannot be reserved for meetings.

- Each person using the workroom will be responsible for cleaning up after him or herself. Washrags, sponges, and soap will be provided under the sink for all staff members to utilize. Please inform the Operations Department when additional cleaning items are needed.

Coffee

- Each employee that wishes to drink coffee should be responsible for the actual purchasing of the coffee on a regular basis. A volunteer may wish to establish a schedule should the workroom be shared by multiple departments. Those individuals who choose to drink coffee are also responsible for cleaning the coffee maker and pot.

Food

- Refrigerator cleaning will be the responsibility of all residents of a floor/office area. A schedule may need to be developed to share this task equally.
Copy Machines

PROTOCOL

• Copy paper will be supplied on a regular basis by a contracted service. If paper is low, please contact the Mail/Copy Center at the DeVos Center.

• Copy machines are intended for small-batch jobs only (30 copies or less). All large copy jobs should be coordinated through to the Mail/Copy Center at the DeVos Center.

• Recycling bins are located near the copy machines.

• If a copy machine should malfunction or break down, please contact the DeVos Mail/Copy Center at extension (616) 331-6463.
Telephones

Each office and workstation will be supplied with a university phone and connected to the university phone system. All university policies and procedures regarding phone usage, as outlined in the Campus Directory, will apply.

PROTOCOL

- All telephones can be set up for direct dial long distance. Access codes for long distance billing are at the request of each department/office and can be set up through the telephone business office. They can be reached at (616) 331-2035

- Please note that telephones left in open areas (i.e., COT stations and student stations) are accessible after hours. It is suggested that departments/offices consider setting these phones up with access codes as to maintain security. This will, however, be the decision of each department/office and should be coordinated through the telephone business office.

- Fax machines can also be set up with access codes if necessary. This is also a decision left to each department/office.
Copy Services

A copy services center is located on the first floor of the Richard M. DeVos Center and the Cook DeVos Center for Health Sciences to handle larger copy jobs. As with other university mini-print operations, a departmental charge form will be required. A brochure of services and costs will be distributed at the beginning of the semester or it can be obtained through the copy center. Please visit them online at www.copycenter.gvsu.edu

PROTOCOL

The department responsible for the copy center will distribute a complete list of procedures. This procedures list will include a pricing guide.
Keys/Access Cards

Distribution of keys/access cards will be coordinated through the Pew Campus Operations Department via a central representative for each department. New employees should first inquire within their department regarding key acquisition.

PROTOCOL

• Keys/access cards are to be used only by the individual to which they are assigned.

• Office keys will only access a particular individual’s office or conference room.

• Filing cabinet keys will be available for each workstation and should be maintained by the occupant of that workstation.

• Keys/access cards will not be labeled with specific floor or room designations.

• If you lose your key or access card, please inform the Operations Department as soon as possible. Please refer to the Key and Card Access Policy for replacement procedures.

• An access card will be issued for access to the outside of the building, elevator, and secure locations. Individual office keys will not open exterior doors.

Key/Access Card Issuance

All new faculty/staff members at the Pew Campus will be issued their keys through the Operations Department. A key form will need to be signed for each key that is issued. A separate policy will be disseminated by the Operations Department for initial move-ins.
Work Orders

PROTOCOL

• All work orders should be submitted through the Operations Department via one of the following options:

  1. Work orders can be called in to (616) 331-6700

  2. Work orders can be submitted via email to: dcoper@gvsu.edu

  3. Work orders can be submitted via the web at www.gvsu.edu/operations

• Work orders will be assigned to Grand Valley State University service staff and handled in a priority manner.

• Please be as detailed as possible in all work order requests. Essential information includes the name and phone number of the person requesting the work, the exact location of the problem (room #, floor, etc.), and the exact nature of the problem.
Decorations

Office and departmental decorations that tend to personalize workstations are encouraged. Decorations that must be hung on the wall or in any way attached to permanent surfaces could, however, cause damage and require that these more specific guidelines be followed.

PROTOCOL

• Any decorations that require affixing to permanent structures (walls, ceilings, floors) need to be coordinated through the Operations Department. A standard work order should be submitted through the Operations Department, and a service staff member will visit each office and attach the item in the desired location.

• Individuals requesting service staff assistance with hanging decorations should clearly mark the location of each item in their office so that the work can be completed in their absence.

• Temporary items may be attached to walls with the use of only certain types of adhesives which include blue tape and poster putty.

• All plaques or art work placed in hallways or public areas must be approved by the Art Gallery.
Compressed Files

Compressed file rooms are located throughout the buildings on the Pew Campus.

PROTOCOL

The manufacturer of the compressed files will provide a comprehensive user’s manual for the equipment.

- A key to the compressed file room, if applicable, will be issued to each unit.
- It is the responsibility of each user to make sure the door to the compressed file room is locked after each visit.
- Compressed file rooms that are shared by departments will have clearly designated locations for each unit.
- Space designations are to be coordinated by the users of the file room.
PUBLIC BULLETIN BOARD POSTING POLICY

Any person(s) intending to place a memo, advertisement, announcement, etc. on a bulletin board must first obtain permission and an approval stamp on the posting from the Pew Campus Operations Office.

A list of bulletin boards open for public postings is available in 350 Bicycle Factory. Postings may not be posted on any bulletin boards that contain the message: “This bulletin board is for…postings ONLY!”

The following are the terms for public postings:

1. Initial approvals are issued for one month. If the person(s) intent is to display the posting for an additional month, the authorization process must be repeated when the stamp date has expired.

2. Poster Limits:
   - DeVos – 5
   - EC/KEL/KEN – 3
   - WIN/SEC – 3
   - CHS – 5
   - SCB - TBD
   - Note: CHS must be stamped at CHS. All other posters must be stamped at the Operations Department located at the Bicycle Factory.

3. Operations makes the final decision on what can and cannot be posted.

4. The maximum size for bulletin board postings is 11” X 17”.

5. Approval stamps from offices other than Pew Campus Operations are not acceptable.

Any postings that are not in compliance with these terms will be discarded. The bulletin boards are checked weekly and will be cleaned at the end of each semester.
### Scheduling Space

Spaces needing pre-scheduling include:

#### DeVos Center:

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>105B</td>
<td>Conference Room</td>
<td>297C</td>
<td>Conference Room</td>
</tr>
<tr>
<td>125C</td>
<td>Student Project Area</td>
<td>302C</td>
<td>Conference Room</td>
</tr>
<tr>
<td>102E</td>
<td>Regency Meeting Room</td>
<td>303C</td>
<td>Conference Room</td>
</tr>
<tr>
<td>NA</td>
<td>Regency Lubbers Garden</td>
<td>488C</td>
<td>Conference Room</td>
</tr>
<tr>
<td>105E</td>
<td>Hagers/Lubbers Exhibition Hall</td>
<td>499C</td>
<td>Conference Room</td>
</tr>
<tr>
<td>103E</td>
<td>Gordon Gallery</td>
<td>502C*</td>
<td>Amway Board Room</td>
</tr>
<tr>
<td>122E</td>
<td>Loosemore Auditorium</td>
<td>145C</td>
<td>Plaza</td>
</tr>
<tr>
<td></td>
<td></td>
<td>107C</td>
<td>U-Club Lounge</td>
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*Note: 502C is not available on Mondays.

#### Eberhard Center:

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<tr>
<th>Number</th>
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<tbody>
<tr>
<td>201</td>
<td>The GR Press Teleconference Auditorium</td>
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<tr>
<td>202</td>
<td>The GR Press Teleconference Auditorium</td>
</tr>
<tr>
<td>203</td>
<td>The GR Press Teleconference Auditorium</td>
</tr>
<tr>
<td>215</td>
<td>Paul A. Johnson Conference Hall</td>
</tr>
<tr>
<td>902</td>
<td>Conference Room</td>
</tr>
<tr>
<td>Pyle Room</td>
<td>WGVU Conference Room</td>
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<td></td>
<td>Foundation Room-Executive Board Room</td>
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#### Cook DeVos Center for Health Sciences:

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<tr>
<th>Number</th>
<th>Location</th>
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<tbody>
<tr>
<td>119</td>
<td>Auditorium</td>
</tr>
<tr>
<td>123</td>
<td>Large Classroom</td>
</tr>
<tr>
<td>136</td>
<td>Conference</td>
</tr>
<tr>
<td>140</td>
<td>Jack H. Miller Conference Room</td>
</tr>
<tr>
<td>240</td>
<td>Chris and Joan Panopoulos Conference Room</td>
</tr>
<tr>
<td>340</td>
<td>Seidman Family Conference Room</td>
</tr>
<tr>
<td>440</td>
<td>Hauenstein Conference Room</td>
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<td>540</td>
<td>Robert and Sharon Grooters Conference Room</td>
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#### Seidman College of Business:

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<tr>
<th>Number</th>
<th>Location</th>
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<tbody>
<tr>
<td>1008</td>
<td>Charles W. Loosemore Forum (Multi-purpose Room)</td>
</tr>
<tr>
<td>1013</td>
<td>Conference Room</td>
</tr>
<tr>
<td>1019</td>
<td>Conference Room</td>
</tr>
<tr>
<td>1056</td>
<td>Conference Room</td>
</tr>
<tr>
<td>1061</td>
<td>Conference Room</td>
</tr>
<tr>
<td>1077</td>
<td>Conference Room</td>
</tr>
<tr>
<td>2011</td>
<td>Gary L. Tilkin Financial Markets Center (Trading Room)</td>
</tr>
<tr>
<td>2030</td>
<td>Team Room (students only)</td>
</tr>
<tr>
<td>2032</td>
<td>Team Room (students only)</td>
</tr>
<tr>
<td>2033</td>
<td>Team Room (students only)</td>
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</table>
2034  Team Room (students only)
2035  Team Room (students only)
2036  Team Room (students only)
2037  Team Room (students only)
2038  Team Room (students only)
2040  Team Room (students only)
2041  Team Room (students only)
2042  Team Room (students only)
2043  Team Room (students only)
2044  Team Room (students only)
2045  Team Room (students only)
2057  Conference Room
3001  Conference Room
3005  Conference Room
3127  Conference Room
4002  Richard & Helen DeVos Board Room (specialty space)

Pew Campus Housing:
3 meeting rooms available

Bicycle Factory
230  Conference Room (Classroom Setup)
235  Conference Room (Board Room Setup)
319  Conference Room (Board Room Setup)
330  Conference Room
340  Conference Room

MAREC

PROTOCOL

- All non-academic spaces need to be scheduled through Conference Services.
  - L.V. Eberhard Center, Fred M. Keller Engineering Labs & John C. Kennedy Hall of Engineering: (616) 331-6620
  - Richard M. DeVos Center and Pew Campus Housing: (616) 331-6624
  - Cook DeVos Center for Health Sciences: (616) 331-5807
  - L. William Seidman Center: (616) 331-5980
  - MAREC & Lake Michigan Center: (616) 331-6620

- All arrangements for food & beverage service for non-academic spaces must be made through Conference Services.
Parking

Parking on the Pew Campus is regulated by the university’s Traffic and Parking Ordinance as approved by the Board of Trustees. A copy of this ordinance is available on the Grand Valley State University website at www.gvsu.edu/publicsafety or by contacting the Pew Campus Security office at (616) 331-6677.

Reserved parking for faculty and staff is provided in designated lots on the Pew Campus as follows:

- DeVos Lot
- Depot Lot
- Mt. Vernon Lot – designated spaces on west side of lot
- Eberhard Lot
- CHS Lot & Ramp
- Lafayette Lot – just south of the CHS Building
- Seward Parking Ramp
- Pew Campus Parking Ramp/Seward Ramp
- Front Lot

Student parking is provided in the following lots on the Pew Campus:

- Watson Lot
- Mt. Vernon Lot – except for designated Faculty/Staff spots
- Seward Parking Ramp
- Pew Campus Parking Ramp/Seward Ramp
- Winter Lot – reserved for resident students
- Secchia Lot – reserved for resident students

Guest and visitor parking is available as follows*:

- Fulton Lot – Conference guests only*
- CHS – Visitor parking is available in the upper level, 3 metered parking spots are also available on the North side of the building
- Lafayette Lot – metered spaces
- Seward Parking Ramp
- Watson Lot

*Large groups require coordination through Conference Services and Pew Campus Security.
Electrical Items

PROTOCOL:

Pew Campus Operations takes a proactive approach in regard to fire safety and electrical sustainability.

Thus, the following electrical items are prohibited from being used in offices, labs or common areas on the Pew Campus:

- Air conditioners
- Sandwich makers
- Grills
- Hot plates
- Rice cookers
- Specialty Coffee makers
- Space Heaters
- Crock-Pots
- Waffle makers
- Toaster ovens
- Toasters
- Mini Refrigerators
- Major appliances (freezers, dishwashers, washers, dryers, etc.)
- Microwaves

Exceptions:

Many of these items are available to faculty/staff in designated break kitchens and lounge areas. If you wish to add an additional item to a shared break/lounge area, please contact the Operations Manager for your designated building to discuss its placement.
Recycling

PROTOCOL

At DEV, SCB, CHS, WIN & SEC:

Plastic, Metal and Paper may be mixed in the blue recycle bins (in offices, classrooms and apartments). The blue bins will contain a mixed recycling logo designating what can be placed in the bin.

Glass items need to be placed in the designated glass containers in the common areas of each building.

At EC, KEL, KEN & BIK:

Only paper may be recycled in the office and classroom bins. Plastic, metal and glass may be placed in the designated bins typically found in the common areas of the building.

All Buildings:

Batteries need to be placed in separate containers, which will be set up in various locations on campus. They can also be mailed to Operations at 350 BIK. We can accept household batteries (AA, AAA, C, D, etc).