

GRAND VALLEY STATE UNIVERSITY

**Pew Campus Protocols
2018**

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.

Table of Contents:

• Mail Distribution	pg. 3-4
• Proper Mail Addressing	pg. 5-8
• Custodial Cleaning	pg. 9
• Workrooms	pg. 10
• Copy Machines	pg. 11
• Telephones	pg. 12
• Copy Services	pg. 13
• Keys/Access Cards	pg. 14
• Work Orders	pg. 15
• Decorations	pg. 16
• Compressed Files	pg. 17
• Bulletin Boards	pg. 18
• Scheduling Space	pg. 19-20
• Parking	pg. 21
• Electrical Items	pg. 22
• Recycling	pg. 23

Mail Distribution

PROTOCOL

- All incoming mail and packages (intercampus and U.S. mail) are delivered to the locations listed below. 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: Plaza
 - Cook DeVos Center for Health Sciences: Room 157
 - Secchia Hall: Winter Hall & Tower G
 - Winter Hall: Main Entry
 - Seidman Center: Loading Dock
- Any USPS package 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.
- For buildings without a mailroom location (BIK, RFH), the mailroom will deliver mail and packages to your building suite once each day. You will be responsible for having outgoing mail ready in the outgoing mail tray located within the suite.

- 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 at DeVos can ship UPS packages. Please drop off your UPS package at the DeVos Mailroom. If you do not have a mailing label, they can create one. It must be paid for with a PCard.

- Any UPS or Fed-Ex package received by the mailroom will be delivered daily as they require a signature.

Building Addresses

- Bicycle Factory:

John Smith
Suite 350
Grand Valley State University
201 Front Ave SW
Grand Rapids, MI 49504

Mailing address:

Operations	350 BIK	John Smith
------------	---------	------------

- Cook DeVos Center for Health Sciences:

John Smith
Suite 219
Grand Valley State University
301 Michigan Street N.E.
Grand Rapids, MI 49503-3314

Mailing address:

Nursing	300 CHS	John Smith
---------	---------	------------

- Depot:

John Smith
Grand Valley State University
510 W. Fulton Street
Grand Rapids, MI 49504-6433

Mailing address:

Small Business Development	DEP	John Smith
----------------------------	-----	------------

- Detroit Center

John Smith
Grand Valley State University
163 Madison Avenue, Suite 219
Detroit MI, 48226

Mailing address:

CSO	150 DET	John Smith
-----	---------	------------

- Eberhard Center/Keller Engineering Building/Kennedy Engineering Building
John Smith
Suite 219
Grand Valley State University
301 W. Fulton Street
Grand Rapids, MI 49504-6430

Mailing address:

Engineering	718 EC	John Smith
-------------	--------	------------

- Raleigh J. Finkelstein Hall:
John Smith
Grand Valley State University
500 Lafayette Ave NE
Grand Rapids, MI 49504

Mailing address:

CHP	200 RFH	John Smith
-----	---------	------------

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

Mailing address:

Secchia	207 SRC	John Smith
---------	---------	------------

- L. William Seidman Center:
John Smith
Suite 3007
Grand Valley State University
50 Front Ave SW
Grand Rapids, MI 49504

Mailing address:

Seidman	3007 SCB	John Smith
---------	----------	------------

- Steelcase Storage Building
John Smith
Grand Valley State University
140 Front Ave SW
Grand Rapids, MI 49504

- 609 Watson
John Smith
Grand Valley State University
609 Watson St. SW
Grand Rapids, MI 49504

- Winter Hall:
May Smith
32 Winter Ave.
Apt. 101
Grand Rapids, MI 49504

Mailing address:

Winter	207 WIN	John Smith
--------	---------	------------

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

Mailing address:

Operations	201C DEV	John Smith
------------	----------	------------

- Holland Meijer Campus
John Smith
Grand Valley State University
515 S. Waverly Road
Holland, MI 49423-7489

Mailing address:

Cont. Ed	HOL	John Smith
----------	-----	------------

- Lake Michigan Center
John Smith
Lake Michigan Center
Annis Water Resources Institute
Grand Valley State University
740 W. Shoreline Drive
Muskegon, MI 49441

Mailing address:

AWRI	LMC	John Smith
------	-----	------------

- Muskegon Innovation Hub (Formerly MAREC)

John Smith
MIH
Grand Valley State University
200 Viridian Drive
Muskegon, MI 49441

Mailing address:

	MIH	John Smith
--	-----	------------

Custodial Cleaning

A contracted cleaning service (UCS) 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. Facilities Services-Grand Rapids 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 Facilities Services-Grand Rapids.
- 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, and 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.
- SCB 3002
- EC 706

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 work room 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 service number on the machine.
- 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 by placing the order online at <http://copycenter.gvsu.edu>.
- Recycling bins are located near the copy machines.
- If a copy machine should malfunction or break down, please contact the service number located on the front of the machine.

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.

PROTOCOL

Departments are required to submit their print job online at <http://copycenter.gvsu.edu>.

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., PSS 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.

Keys/Access Cards

Distribution of keys/access cards will be coordinated through the Facilities Services-Grand Rapids 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 Facilities Services: Grand Rapids 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 Facilities Services-Grand Rapids 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/facilitieservices
- 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.

Bulletin Boards

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 Facilities Services-Grand Rapids.

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: Pew Campus total of 9
 - EC: 3 posters may be stamped
 - DEV: 5 non-housing posters or 3 housing posters may be stamped
 - SCB: 1 poster may be stamped
 - Note: CHS must be stamped at CHS. All other posters must be stamped at the Facilities Services-Grand Rapids 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 Facilities Services-Grand Rapids 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:

105B	Conference Room	297C	Conference Room
125C	Student Project Area	302C	Conference Room
102E	Regency Meeting Room	303C	Conference Room
NA	Regency Lubbers Garden	488C	Conference Room
105E	Hager/Lubbers Exhibition Hall	499C	Conference Room
103E	Gordon Gallery	502C*	Amway Board Room
122E	Loosemore Auditorium	145C	Plaza
		107C	U-Club Lounge

*Note: 502C is not available on Mondays.

Eberhard Center:

201	The GR Press Teleconference Auditorium
202	The GR Press Teleconference Auditorium
203	The GR Press Teleconference Auditorium
215	Paul A. Johnson Conference Hall
902	Conference Room
Pyle Room	WGVU Conference Room
Foundation Room	Executive Board Room

Cook DeVos Center for Health Sciences:

119	Auditorium
123	Large Classroom
136	Conference
140	Jack H. Miller Conference Room
240	Chris and Joan Panopoulos Conference Room
340	Seidman Family Conference Room
440	Hauenstein Conference Room
540	Robert and Sharon Grooters Conference Room

Seidman College of Business:

1008	Charles W. Loosemore Forum (Multi-purpose Room)
1013	Conference Room
1019	Conference Room
1056	Conference Room
1061	Conference Room
1077	Conference Room
2011	Gary L. Tilkin Financial Markets Center (Trading Room)
2030	Team Room (students only)
2032	Team Room (students only)
2033	Team Room (students only)
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

MIH

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, Raleigh J. Finkelstein: (616) 331-5807
 - L. William Seidman Center: (616) 331-5980
 - MI Hub & 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
- 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
- Seward Parking Ramp
- Watson Lot

*Large groups require coordination through Conference and Event Planning and Pew Campus Security.

Electrical Items

PROTOCOL:

Facilities Services-Grand Rapids 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 building 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).

Vending

When vending machines are called in to our office we need to know a building and location (room numbers are preferable – please ask, our caller may not be the person who had the issue, or even if it is the person who had a problem they may be reporting it after they have left – but we should ask so we are certain to be passing on correct info). We need to know what type of vending machine it is: cold beverage, hot beverage, snack or coin. Also, is there a GVSU sticker on the machine with an asset# - please get the asset #.

Once we have the info needed, location, problem, type of machine and asset number, please draft an email to Campus Vending (vending@gvsu.edu) and Alicia Thompson (thompali@gvsu.edu). If you would CC: me that would be great.

Also, when in doubt (about location or understanding the problem) ask ?'s and we can also always ask ss to check it out. It's OK to wait a little bit before sending the email to Campus Vending and Alicia until we have all the info that is needed.