

**University of Wisconsin-Madison
Health Sciences Learning Center (HSLC)**



Facilities Use Guidelines

Adopted by the Health Sciences Operations Committee on
5-10-2004

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ACCESS, SECURITY, AND BUILDING HOURS

The Health Sciences Learning Center (HSLC) is equipped with a photo identification and security access card system for building access and access to various areas inside the building.

There are two informational kiosks located in the HSLC. One is located by the east entrance and the second kiosk is located across the University Book Store (UBS). Room numbers for building occupants and locations of service providers located in the building can be found here.

Building Hours.

Public Access

Monday - Thursday:

7:30am - 11:45pm

Friday:

7:30am - 5:45pm

Saturday:

10:00am - 5:45pm

Sunday:

10:00am - 11:45pm

Card Access

Sunday - Thursday:

11:45pm - 5:00am

Friday & Saturday:

5:45pm - 10:00am

Holiday Hours

Card required all holidays including:

Thanksgiving, Christmas Eve (Dec 24th), Christmas Day (Dec 25th), New Year's Eve (Dec 31st), and New Year's Day (Jan 1st)

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 Kay Schoenherr. For the School of Nursing (SoN), contact Cynda DeMontigny. Please see the website for additional representatives.

If you are a student, or know a student who requires assistance, please contact the McBurney Disability Resource Center ([McBurney website](#)).

For information on accessibility routes within the HSLC, 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 then 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 an individual needs keys, the individual’s school or college or work unit must initiate all requests for keys. The request will go to the Building Manager. See the complete policy [N:\ADMIN\FAC_MGMT\POLICIES & PROCEDURES/Key Issuance and Retrieval Policy](#).

Photo I.D./Security Access Card

HSLC Security Access Cards are to be worn at all times by all employees and students. This will provide us with a safe and secure workplace and learning environment.

The individual’s school, college, or work unit must initiate all requests for new access cards or changes in accessible areas. These requests will go to Police and Security. See the complete policy [N:\ADMIN\FAC_MGMT\POLICIES & PROCEDURES\SMPH and Security Procedure for Granting Access](#)

BUILDING USE

Alcohol

Serving alcohol during events in the HSLC requires an ALCOHOL BEVERAGE SERVICE PERMIT that has been secured from an “Authorized University Official.” The “Authorized University Official” in the HSLC is Gordon Ridley, SMPH Associate Vice Chancellor and he 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.

Artwork

The HSLC has a building-wide art program. Building occupants are not to hang art in areas other than private offices. If you want to have art / pictures hung in office spaces, please submit the request via Maintenance Direct by clicking [\(MySchoolBuilding\)](#) and it will be directed to the HSLC Building Manager.

Atrium Use

Reservations & Use Guidelines

Individuals or groups wishing to use the Atrium in the HSLC can submit a request by going online to the ([HSLC website](#)) and follow these steps:

- Under Services, select Room Reservations
- Follow the directions to reserve a room

Note: Requests for Atrium space and Alumni Hall (1306) must be submitted no later than 10 days prior to the event.

- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

Now that you have requested the Atrium for an upcoming event and as part of your event, you may need tables, chairs, announcement boards, poster boards, and other items. Below is a list of items that are available to you at the HSLC and the process to reserve those items. Additional information for other services is also provided.

As part of your event, you may need the furniture in the Atrium removed. Feel free to move furniture as you wish. If you need assistance moving furniture, contact Physical Plant Campus Services. They can provide this service at a fee. Please note that along the north and south sides of the Atrium are corridors that should be kept clear. This link (N:\ADMIN\FAC_MGMT\HSLC\Floor Plan.pdfs\Atrium Setup.pdf) shows the areas that should be kept clear.

It is imperative that at the conclusion of your event, it is your responsibility to set up the Atrium per the Atrium floor plan (N:\ADMIN\FAC_MGMT\HSLC\Floor Plan.pdfs\Atrium Setup.pdf).

Classroom and AV Services can provide five (6' x 3') tables, 35 chairs, 40 poster boards and six (6) announcement boards. Users are responsible for setup and return of these items to storage. To reserve any of these items go to the ([HSLC website](#)) and follow these steps:

- Under Services, select AV Reservations
- From there you will be directed through the request process.
- If you have any questions, please feel free to contact Classroom and AV Services at 261-1934.

Extra trash cans can be provided upon request by submitting the proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#))

AV equipment, easels, a podium, and a public address system can be obtained by going to the ([HSLC website](#)) and follow these steps:

- To order equipment, under Services, select AV Reservations
- Select AV Equipment Checkout
- Fill out a request form.

Balloons

Helium filled balloons are not allowed inside the Atrium of the HSLC. Balloons accidentally or purposely released in the Atrium can set-off fire alarms and therefore are a safety and security risk.

Banners

Health Sciences organizations wishing to display banners in the Atrium must submit proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#)) and this request will go directly to the Building Manager. The Building Manager will contact the group/individual to make the proper arrangements to have the banner properly displayed.

Commercial Activities

The HSLC is a facility used for Health Sciences teaching related endeavors. As such, commercial activities related to the advancement of these activities are welcomed.

Individuals or groups wishing to use the Atrium in the HSLC can submit a request by going online to the ([HSLC website](#)) and follow these steps:

- Under Services, select Room Reservations
- Follow the directions to reserve a room

Note: Requests for Atrium space and Alumni Hall (1306) must be submitted no later than 10 days prior to the event.

- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

The completed form needs to be submitted no later than 10 business days prior to the event.

Temporary Displays by Campus Groups

Campus groups wishing to set up temporary displays other than in designated communications areas (see Communications in the Building) need to do so in designated areas.

Individuals or groups wishing to use the Atrium in the HSLC can submit a request by going online to the ([HSLC website](#)) and follow these steps:

- Under Services, select Room Reservations
- Follow the directions to reserve a room

Note: Requests for Atrium space and Alumni Hall (1306) must be submitted no later than 10 days prior to the event.

- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

The completed form needs to be submitted no later than 10 business days prior to the event.

Charitable Organizations

Charitable Organizations desiring to set up displays in the HSLC for collections must be sponsored by a campus organization. Collection points can be set up in the 1st Floor elevator lobby in the alcove just south of the waste and recycling center. This space is large enough to accommodate two organizations and can be reserved for one week intervals by filling out the [HSLC Room Reservation Request Form](#) (the room numbers are 1200P-1 and 1200P-2). Charitable organizations and/or their sponsors are responsible for security the materials that have been/or will be collected. **Note:** 1200P-1 and 1200P-2 are not on any floor plans. They are the area in the elevator lobby where Physicians Assistant (PA) has a waiting area. Check with Building Manager prior to making any arrangements.

Additional Campus Services available:

Truck Service – Moving Services

Phone (608) 262-1574

[UW Physical Plant](#), select Delivery & Moving, select Tables & Chairs

UW Housing Food Service- Catering

Joe Mehring, Catering Manager, (608) 262-5577, 8:00 am – 4:30 pm

www.housing.wisc.edu/foodservice/catering.php

Wisconsin Union Catering Central Reservations

Phone (608) 262-2511, Fax (608) 265-8299

<http://www.union.wisc.edu/catering/contact.html>

In person: 2nd Floor Memorial Union

Mail: Central Reservations, 800 Langdon Street, Madison, WI 53706-1495

Food

Catered Events

The University Facilities Use Committee has developed guidelines for the use of caterers and this policy can be obtained [Catering Policy and Procedure--Use of Outside \(Non-UW\) Services](#)

Definition of Catering

Food service provided as part of a University-sponsored program by a catering operation. Food is prepared, transported, set out and/or served by the caterer's employees.

An event using a caterer is considered a *Catered Event*.

Responsibilities of users of HSLC space for a Catered Event:

It is the responsibility of the Caterer to clean any area used in the delivery, preparation and serving of food. It is the user's responsibility to insure the caterer cleans up after an event.

Extra trash cans can be provided upon request by submitting the proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#))

- All Trash will be the responsibility of the group that scheduled the event. The trash will be bagged neatly, water tight, and set bags by garbage cans in Atrium.
- If cleaning materials are need 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.

HSLC Facilities and/or Classroom and AV Services reserves the right to charge users for staff time if either group is required to clean up and/or move furniture after an event. Therefore, depending on which room is reserved, a UW Physical Plant B# will be required to be provided when finalizing reservation. This B# will only be charged if clean up and/or furniture was not moved after the event.

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. Prepared food may be delivered by the vendor or picked up at the vendor's site by university staff.

An event where food is served but not catered is considered a *Non Catered Food Event*.

Responsibilities of users of HSLC space for a Non-Catered Food Event:

It is the responsibility of the user to clean any area impacted by the delivery, preparation and distribution of food.

Extra trash cans can be provided upon request by submitting the proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#))

- All Trash will be the responsibility of the group that scheduled the event. The trash will be bagged neatly, water tight, and set bags by garbage cans in Atrium.
- If cleaning materials are need 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.

HSLC Facilities and/or Classroom and AV Services reserves the right to charge users for staff time if either group is required to clean up and/or move furniture after an event. Therefore, depending on which room is reserved, a UW Physical Plant B# will be required to be provided when finalizing reservation. This B# will only be charged if clean up and/or furniture was not moved after the event.

Procedure for Securing a Caterer

1. Departments must contact the ([Wisconsin Union](#)) and the ([University Housing Catering](#)) for all catering events to be served on campus to ascertain whether they can cater the event.
2. If neither the Union nor University Housing is available to provide the catering, then the Department can contact an outside vendor for the event.
3. All outside vendors who perform catering services on campus must have a City of Madison Catering License, and provide, prior to the event, an insurance certificate with high-risk insurance limits, per University requirements.
4. All Purchasing Services and Business Services policies apply to vendor provided catered events.

Scheduling

Catered and Non Catered Food Events are allowed in the building. Policies regarding events and food can be found ([Wisconsin Union](#)).

Alcohol

Serving alcohol during events in the HSLC requires an ALCOHOL BEVERAGE SERVICE PERMIT that has been secured from and “Authorized University Official.” The “Authorized University Official” in the HSLC is Gordon Ridley, SMPH Associate Vice Chancellor and he 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.

Food Sales

Space is available to student organizations registered with Student Organization Office (phone: 263-0365). Student organizations are expected to clean the area upon completion of the food sale. Failure to do so will result in a charge to the organization for the cost of the cleanup, and may jeopardize future reservations for food sales.

Individuals or groups wishing to use the Atrium in the HSLC can submit a request by going online to the [\(HSLC website\)](#) and follow these steps:

- Under Services, select Room Reservations
- Follow the directions to reserve a room

Note: Requests for Atrium space and Alumni Hall (1306) must be submitted no later than 10 days prior to the event.

- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

A temporary food stand permit must be obtained from the UW Environmental Health Office and the procedures area available [\(UW Environmental Health Office\)](#)

Decorations

Building occupants are free to decorate personal workspaces. Any decorations or pictures affixed to walls or doors need to be done so by professional staff. Submit requests for this service by clicking [\(MySchoolBuilding\)](#) and it will be directed to the HSLC Building Manager.

As for Holiday decorations, the following information is provided from UW Madison Director, 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 do 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 more appropriate to use decorations that have a secular meaning. It would also be 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.

Library Use

The established policy for use of Ebling Library is available ([Ebling Library](#))

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 HSLC. One is located by the east entrance and the second kiosk is located across the University Book Store (UBS). Room numbers for building occupants and locations of service providers located in the building can be found here.

Additionally, the HSLC 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. Announcement Boards are available for posting temporary signs ([HSLC Room Reservation Request](#)).

For requests to add new signage or change existing signage in work group areas, you must first have the request approved by your supervisor. These requests will then be forwarded to the Building Manager who will take them to HSLC Operations Committee for final approval. All new or modified signage will match the standards for signage within the HSLC.

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](#)).

Scheduling

Eligible organizations wishing to use instructional space in the HSLC can submit a request by click here ([HSLC website](#)) and following these steps:

- Under Services, select Room Reservations

- Under Room Reservations, select the building (HSLC or CSC) or other space (Atrium or Clinical Teaching and Assessment Center)
- From there you will be directed through the reservation process.
- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

Smoking

www.union.wisc.edu/meetings/policies

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

The policy was instituted for the health of students, faculty, patients, employees and visitors as well as to bring UWHC in compliance with national regulatory and state agencies. UWHC will join the 96 percent of Wisconsin Hospitals – 123 in all – that already have an entirely smoke-free campus. The University of Wisconsin-Madison adopted a smoke-free policy in April 1991 and revised it in 1995. At that time, the UWHC facility was made entirely smoke-free. Today's announcement extends the policy to the grounds of the hospital and clinics and to other health sciences, clinical, and research facilities and grounds on the western campus.

Smoking **IS NOT** allowed anywhere on any property within the ring road as well as on the grounds of the Waisman Center and Rennebohm Hall.

Special Events

Eligible organizations wishing to use classroom or Atrium space in the HSLC for special events can submit a request by clicking [HSLC Room Reservations](#) and follow these steps:

- Under Services, select Room Reservations
- Follow the directions to reserve a room

Note: Requests for Atrium space and Alumni Hall (1306) must be submitted no later than 10 days prior to the event.

- If you have questions or concerns, feel free to contact Classroom and AV Services at 261-1934.

Additionally, there are five (6' x 3') tables, 35 chairs, 40 poster boards and six (6) announcement boards. Organizations are responsible to setup and return of tables, chairs, announcement boards, and poster display board to the appropriate storage areas. These items can be reserved online on the [HSLC website](#) and follow these steps:

- Under Services, select AV Reservations
- Follow the request process

Larger events may require the rental of tables and chairs.

Rental of Equipment, tables and chairs

Short-term rental of chairs, tables and staging can be arranged through Campus Services by calling 265-5293. This service is provided at a fee.

Special Use Lounge

A Special Use Lounge (HSLC 2120) is available to UW health professions school's faculty, staff, and students (including visiting students). The purpose of the room is to provide private space for those who have special needs (i.e. administering of medications, lactation pumping, or other medical, personal, or family needs).

The refrigerator and lockers in the Special Use Lounge are provided for the storage of medications, breast milk, or other medical-related items. The refrigerator is not to be used for personal items (i.e. lunches, beverages, groceries, etc.).

To request use of the Special Use Lounge, contact Student Services in HSLC (Room 2141H) or call 263-7676. Student Services will authorize individuals for a specified duration of days, weeks, or months (based on the circumstance). Those who have WisCards will be able to gain access to the Special Use Lounge via their keycard once the activation has been granted and processed. Access will be removed from the user's WisCard at the end of the pre-arranged time period.

Users will be given a copy of the Special Use Lounge policy and procedures document. This document will explain that the use of the Special Use Lounge is based on a "first come, first served" basis and that sharing is encouraged. Privacy curtains are provided in the room. Users who violate the policies and procedures of the Special Use Lounge may have their access (privileges) blocked for any future use.

Supplemental Heating and Cooling Devices

The HSLC has a state of the art heating and cooling system. Contact the Building Manager if for health reasons you feel you need to use supplemental heating and cooling devices.

BUILDING OPERATIONS

Custodial Services

The HSLC is cleaned by a third 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:

Highest Priority:

- All Rest rooms
- Student Clinical Assessment and Training area
- ER Training area
- Clinical Skills Lab
- Main entries and "first impression" areas

Classrooms
Main hallways and stairways
Public offices
Library

Secondary Priority:

Private Offices
Remote hallways and stairways
Student study areas

Lower Priority:

Janitor Closets
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 ([Here](#)). Only those requests approved by a supervisor will be considered. There is a set of standard furniture items and finishes for the HSLC from which an individual may choose. You may make requests for special furniture accommodations. Again, 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 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 the proper 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 ([Move Guide](#)).

Parking

Auto Parking

All parking is handled by UW Transportation Services. Information may be obtained by visiting ([UW Madison Transportation Services](#)) website.

Bicycle and Moped Parking

Bicycle and Moped parking is available in the following areas:

1. North (side) entrance of the HSLC, adjacent to Surface Lot 95.
2. North side of the Clinics Entrance (South side of HSLC) overlooking the Healing Garden.
3. Additional bicycle and moped parking can be found on the concrete pad adjacent to Lot 85 next to the School of Pharmacy.
4. South of the CSC Entrance.
5. An abundance of bike parking outside the WIMR Building, between the HSLC & WIMR.
6. Several locations throughout the UWHC Patient/Visitor Ramp as well as Lot 79 & Lot 95 (underneath the HSLC).
7. Bikes cannot be brought into the building.

NOTE: 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 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.

NOTE: See SWAP pick-up procedures on the next page for details.

Shipping and Receiving

Deliveries

During regular business hours, UPS, Fed Ex, DHL, and other delivery companies will be routed to the mailroom from the WIMR Loading Dock. 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 business each 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 will be routed to WIMR where they will be picked up by delivery companies daily.

A schedule of regular delivery and pick up times for various vendors / couriers is available by clicking here ([HSLC Daily Mail/Courier Schedule](#))

PERSONAL PACKAGES

All packages, for individuals working in the HSLC, are received for at the WIMR Loading Dock, staged, and if addressed to the 750 Highland Avenue, are brought over to the HSLC Mailroom for further distribution. Once received at the HSLC Mailroom, they are sorted by:

- pickup (put in appropriate box, mounted on the wall, outside the HSLC Mailroom labeled Package Pickup and appropriate pink “notice slips” put in departmental mailbox in the HSLC Mailroom, or
- staged for further delivery.

However, if it is determined by the HSLC Mailroom staff that the package is a “Personal” package (i.e. Amazon, shoe store, LL Bean, just to name a few), those packages are no longer be delivered. The individual receiving a “Personal” package will be notified, **via email**, that there is a “Personal” package that must be picked up in the HSLC Mailroom (1361 HSLC).

Returns

MDS (i.e. Corporate Express/Grainger/etc.): Packages from Materials Distribution Services (MDS) cannot be returned by simply writing "return" on the box and leaving it your lab area or other areas in the building. 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 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 WIMR Loading Dock, for pickup.

NOTE: 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.

FedEx/DHL packages: FedEx and DHL do not normally come to pickup packages on a daily basis. If you have a package, letter, etc. that needs to be shipped via one of these carriers, you must:

1. First call them (FedEx / DHL) to schedule a pickup or go onto their respective website and arrange for pickup.
2. You will need your FedEx / DHL account number in order to do this. If you don't have an account number, you will need to create one in order to proceed.
3. Once completed, you can then either call them or stay online and schedule a return pickup.

United Parcel Service (UPS): UPS carrier comes on a daily basis. In order to return UPS packages, the following applies:

1. As long as you have a printed label on the package, you can bring it directly to the mailroom to be shipped and put in appropriate box labeled Outgoing UPS.
2. You need to call or go on their website to schedule a return with UPS. NOTE: Packages delivered the same day can be rejected / returned without having to schedule a return.

If the procedures above are not followed, your package will not be picked up. The mailroom cannot schedule these returns for you because your account number(s) are required for the appropriate carrier is needed and mandatory.

Surplus-With-A-Purpose (SWAP) Pick Up: Procedures are very similar to that for MDS in that packages from SWAP cannot be returned by simply writing "RETURN" on the box/item and leaving it at the WIMR Loading Dock

You need to complete a SWAP on-line form by going to SWAP's website <http://www.bussvc.wisc.edu/swap/pick-up.html> and:

- Complete the on-line form.
- 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. Again, you **must have**
 - the appropriate form,
 - printed out from the website, and
 - taped to the item(s) being returned.
- Submit the form electronically

- Drop the item off at the designated area located on the WIMR Loading Dock
- Again, the printed out form **MUST BE** attached the item being returned.

NOTES:

- You can contact SWAP directly either by phone 608-497-4440 or by fax 608-497-4423 for more information.
- Printer Cartridges: You can just write SWAP on the appropriate box and drop off in the designated area located on the WIMR Loading Dock.

BUILDING SERVICES

AED (Automatic External Defibrillator)

There are two (2) AED's located in the HSLC. One is located in the Atrium (east side next to the courtesy phone) and the second one is located on the fourth (4th) floor elevator lobby. These devices are available in case of an emergency to individuals who are properly trained to use it.

ATM (Automated Teller (Tyme) Machine)

An ATM is located in the east entrance (vestibule) on the first floor. It is a withdrawal only machine provided by UW Credit Union (UWCU). Problems should be handled as indicated on the machine.

Lost and Found

A building-wide lost and found is located on the second floor, at the service desk in the Ebling Library. Any items that are found should be taken to the service desk of the library. Anyone looking for lost items should check there.

Mail Services

Personal Mail. Personal outgoing U.S. Postal Service (USPS) mail can be dropped off in the appropriate outgoing USPS box in either the 4th floor copy center or the 1st floor HSLC Mailroom. Outgoing USPS Mail is picked up between the hours of 10:45am and 12:30pm Monday through Friday. Note: There is no USPS delivery service on all Federal holidays.

Official Outgoing USPS Mail. All official outgoing US Mail is handled through UW Extension (UW-EX). All official outgoing mail must be properly addressed, must have proper return address in the upper left-hand corner of the envelope, and have the proper UWEX Mail Services Billing Slip attached to the envelope/package being sent. This Billing Slip has the following information on it:

1. Funding String (i.e. A53-02XX-6-233-XXXXXX)
2. Department Name (i.e. Admin – Physical Facilities)

3. 750 Highland Avenue
4. Issued: Date issued by UW Extension (Note 1 below)

If you have a bundle of envelopes being sent out, just rubber band them together and attach one (1) UWEX Mail Services Billing Slip to the bundle. If you have enough envelopes that can fit into a white mailing bin, just ensure one (1) UWEX Mail Services Billing Slip is in each bin. Once it is ready for mailing, just put it in the appropriate UW Extension box in either the 4th Floor Copy Center or the 1st Floor Mailroom.

If your official outgoing US Mail needs to be sent out using Federal Express (FedEx), United Parcel Service (UPS), Speedy, etc., treat it just like Official Outgoing USPS Mail, just annotate on the UWEX Mailing Services Billing Slip that you want that outgoing document(s) to be sent via FedEx, UPS, Speedy, etc. and also indicate you would like the Tracking Number and put in the appropriate UW Extension box in either the 4th Floor Copy Center or the 1st Floor Mailroom. Once it is processed by UW Extension that information will be sent back to you.

See Shipping and Receiving (above) 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.zuelsdorf@uwex.edu

NOTE: 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.

Newspapers and Literature Distribution

The newspaper distribution area is located at the west end of the atrium, in the alcove next to the University Book Store. The literature distribution area is located in first floor elevator lobby.

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.

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 on each floor directly adjacent to the main elevator lobby. These are located above the recycling centers next to the elevators.

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.

Bulletin boards will also be located in other areas of the building for use by specific departments or groups as denoted on each such bulletin board. They are to be used only for notices supporting the academic mission of the group or department assigned. Any unrelated materials are subject to removal. These bulletin boards will also be cleared on the 1st and 15th of the month.

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 are two Public (Campus courtesy) telephones located in the HSLC. Both of these phones are located in the Atrium: one is by the east entrance (next to the AED) and the second one is located directly across the UBS (next to the information kiosk). 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 north side of the atrium a short hallway opposite 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 on the south side of the atrium in an alcove next to the University Book Store. 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.