

## **Final plan for building access**

Jason has received equipment that can be installed so we can have a more automated building access system. We are working with Physical Plant on an installation timeline. These efforts are at no cost to SPHIS. The new system will include a phone with a building directory and an internet-based camera.

The new system will be similar to the pediatrics building (next to K-wing). Employees will still be able to swipe their access cards. Anyone who doesn't have a card will be able to use the phone to contact the person they are here to see. That person will be able to view the camera via the web and buzz the person in from their desk phone.

In regards to the school's primary phone number (852-3299), Jason is researching ways we can program the phone so a caller may be able to access a directory of departments, employees, etc.

## **Interim plan for building access**

1. Faculty and staff who are expecting visitors (who do not have building access) should:
  - a. Work with department AA to arrange for someone to be at the front desk to buzz people in (e.g. for a meeting with several visitors).
  - b. Provide contact information to the visitor so the visitor can call when they arrive and someone can meet them at the door.
2. Signage has been posted on the front door (see page 2). A sign has been posted at the loading dock with instructions for deliveries and asking visitors to use the front door.
3. First floor personnel are assisting with building entry on a temporary basis by answering the doorbell when it rings.
4. We are getting IDs and building access for delivery personnel.
5. The school's general number 852-3299 will be forwarded to Melissa and checked frequently for voice mail.
6. We have been working with students to make sure they all have building access.
7. An updated employee directory will be posted.
8. Visitor parking passes are available at the front desk. This is available on a first come, first served basis. Please enter visitor information into the log so we can identify who is using the space and who issued the pass.
9. The mail distribution process will be the same. Kim Kays is sorting the mail each day. Lynne Dosker is preparing the mail for pick-up in the morning.

**If you have questions or concerns, please contact Susi Walsh.**

## Building Visitors

Please ring the doorbell (to the right) and someone will let you in.

If no one responds to the doorbell, please call your contact person.

Deliveries – call 852-3375 or 852-3297.

<b>Contact</b>	<b>Phone</b>	<b>Office</b>
Office of the Dean	852-3297	233E
Administration	852-3297	233
Center for Health Hazards Preparedness	852-6539	013
Department of Environmental & Occupational Health Sciences	852-3290	205
Department of Epidemiology & Population Health	852-3003	227
Department of Bioinformatics & Biostatistics	852-1827	139
Department of Health Management & Systems Sciences	852-8040	109
Department of Health Promotion & Behavioral Sciences	852-8040	208
Statistical Consulting Center	852-1827	026
Student Services	852-3289 852-6263 852-1798	106

Your patience is appreciated.