



THE UNIVERSITY of TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

THE UNIVERSITY OF TEXAS SYSTEM BUILDING

# WELCOME MANUAL

Guidelines and Resources for Working in the UT System Building

AUGUST 2017



## WELCOME TO OUR NEW HOME!

I am so glad that, at long last, we are all working under the same roof. I am confident our proximity will drive collaboration to new heights as we see, interact and learn from each other like never before.

I am so proud of the vision, planning and hard work that went into this beautiful new facility. But of course, it's the people inside – not the building itself – that matter. Even more so, it's the people we serve. The people whose lives will be improved by the work we do together.

This building is a testament to the importance of our work, and it is a vote of confidence in the dedicated professionals who work within its walls.

I am prouder than ever to be your Chancellor.

*Bill*



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*William McRaven*  
*Chancellor*  
The University of  
Texas System

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## OVERVIEW

### BUILDING PROJECT HISTORY



In November 2012, the UT System Board of Regents approved the construction of a new office building to consolidate all Austin-area System Administration employees in one building. It was estimated that replacing the five separate buildings, which ranged in age from 42 to 136 years, with an efficient new building would reduce annual maintenance and operating costs by millions of dollars.

The Colorado and Lavaca Buildings were demolished to make way for the new building. O. Henry Hall was sold to Texas State University System; the Claudia Jackson Taylor Building, Ashbel Smith Building and the plaza in between were ground leased to Trammell Crow for commercial development.

The resulting maintenance and operations savings, combined with current and future income, mean the new building is expected to generate significant financial benefits for UT System. In addition, developing the vacated property for commercial use results in millions of dollars in tax revenue for the City of Austin each year.

Construction began on the new building in March 2015 and was completed in July 2017.



## BUILDING SUMMARY

The new UT System building is 19 stories tall and approximately 337,000 gross square feet (excluding parking), with space assigned as follows:

- **Basement:** secure parking, bicycle parking, Facilities Management work spaces and records storage
- **Floor 1:** retail and restaurant lease space, reception lobby, three conference center meeting rooms
- **Floor 2:** Board of Regents' meeting rooms, multifunction conference room, offices and support space
- **Floors 3-10:** parking garage for employees and tenants
- **Floors 11-16:** UT System Administration offices
- **Floors 17-18:** leased office space, mostly for UTIMCO and other tenants
- **Floor 19:** leased space, Wellness Center, Commons that includes a balcony with seating and self-serve micro food market

## DIRECTORY & HOURS

**Hours:** The official hours for the UT System building are 8 a.m. to 5 p.m., Monday through Friday. Guards are on duty in the lobby 24/7. Employees can use their badges to access the building at any time.

**Directory:** A digital directory of UT System offices, departments and tenants is available on the first floor. A directory of major departments also will be available in the elevator lobbies on each floor. The following is the current list of offices and tenants by assigned floors:

<b>1st Floor</b>	University Federal Credit Union (Lavaca Street entrance)
<b>2nd Floor</b>	Office of the Board of Regents
<b>11th Floor</b>	Office of the Director of Police Facilities Management Office of Facilities Planning and Construction Historically Underutilized Business Programs Office of Innovation and Strategic Investment Shared Business Operations

<b>12th Floor</b>	Office of the Chief Information Officer Office of Employee Benefits Office of Human Resources Office of Strategic Initiatives
<b>13th Floor</b>	Office of Contracts and Procurement Office of the Controller Office of Information Security Office of Risk Management Office of Systemwide Compliance
<b>14th Floor</b>	Office of General Counsel Leadership Development and Veteran Affairs Organizational Effectiveness Office System Audit Office
<b>15th Floor</b>	Office of Academic Affairs Office of Health Affairs Institute for Transformational Learning Population Health
<b>16th Floor</b>	Office of the Chancellor Office of Business Affairs Office of Business Development Office of Collaborative Business Services Office of External Relations Office of Federal Relations - The Archer Center Office of Finance Office of Governmental Relations
<b>17th Floor</b>	UTIMCO
<b>18th Floor</b>	UTIMCO Tenant Space
<b>19th Floor</b>	Commons Wellness Center Tenant Space

## MAIL/DELIVERIES

Incoming mail is received in the mailroom located near the loading dock on the first floor. From there, mail is delivered to designated receptacles in the respective supply rooms on each floor for pick-up and distribution by department staff. There are also receptacles to leave outgoing mail in the supply rooms on each floor.

The physical and mailing address for the UT System Building is 210 W. 7th Street, Austin, TX 78701.

### Address for Mail and Package Deliveries:

Your Name  
 Department Name  
 UT System  
 210 W. 7th Street  
 Austin, TX 78701

## FACILITIES ISSUES

Facilities Management (FM) has an online tool to use in submitting maintenance, repair and service requests. To submit a request or report, contact your department's representative who has been designated to create work orders, and provide specific information regarding the problem or need. Once the work order is submitted electronically, it is transmitted directly to Facilities Management and assigned to the appropriate staff.

## BUILDING SPACES

### COMMON AREAS

Conference rooms, conversation areas, huddle rooms, quiet rooms and phone rooms provide a variety of informal and formal spaces of all sizes to work, relax, chat, collaborate and meet throughout the building—and even outside on the 19th floor balcony. The first floor lobby, staircase and second floor gallery will on occasion showcase artwork on loan from UT institutions across the state.

### WORKSPACES

The new building is a light-filled modern, open environment. Glass topped workstations and offices with glass walls ensure all work spaces, even those located away from windows, have access to natural light—meeting one of the top priorities set by the Owner's Project Requirements task force. All workspaces are equipped with adjustable electric sit-stand desks. Vertical storage units provide space to hang jackets or coats. Desk chairs can be adjusted to offer optimal support and comfort. The UT System safety specialist and FM maintenance technicians are trained to assist with chair and desk adjustments—ask your Move Coordinator to make arrangements if needed.

### PRIVACY

Every floor features phone rooms and three floors have quiet rooms. The phone rooms don't actually include a phone—they are private rooms that allow you to make or receive calls on your personal cell phone or desk phone headset (if you've chosen that option). Quiet rooms offer a space to relax if you are feeling stressed or just need a break. Please remember these rooms are shared by all floors, so don't camp out in one. A designated room for nursing mothers is located on the 19th floor near the entrance to the Commons. Nursing mothers may also use any of the three quiet rooms or one of three phone rooms designated for this purpose if preferred or if the 19th floor room is occupied.

## BREAKROOMS/KITCHEN FACILITIES

A catering kitchen is located on the second floor for use during special events and Board of Regents meetings. Breakrooms are located in the reception area outside the departmental entry doors on every floor. The breakrooms have their own doors as well to help keep food smells from going into workspaces. Every breakroom has three refrigerators, two dishwashers, two microwaves, two toaster ovens, an ice maker, filtered water, coffee service, a single cup brewer, a sink and a seating area. Reusable plates, bowls, mugs, glasses and flatware are provided and stored in each breakroom (more environmentally friendly than plastic and paper).

## MEETING SPACES

More than 20 conference and meeting rooms of varying sizes are available on the Resource Scheduling meeting room reservations system. Three of the meeting rooms are designated for video conferencing but with advance notice all can be equipped to support video conference calls as needed. Every floor also features multiple huddle rooms available without reservation for small, informal meetings. With a few exceptions, anyone may use any huddle or conference room on any floor.

Every floor features three to four conference rooms located just outside the elevator lobby. The small rooms can accommodate about 12 people at the table; the largest seats approximately 20 at the table with a maximum of 33 in the room. Larger conference centers are available on the first and second floors. The first floor houses two meeting rooms that can accommodate about 16 people seated at the table or 20 per room, along with a larger room that can accommodate 24 seated at the table and about 47 people total.

The second floor features the largest meeting space, a multifunctional room that can hold up to 96 people in classroom seating (with

tables) or up to 208 with presentation/theater seating (chairs only). A room divider also allows that space to be used for two meetings concurrently, with each side providing enough space to seat up to 30 around tables or 40 in a classroom-style layout.

Choose from one of three options to reserve a meeting room:

- Send a meeting invitation through Outlook and the meeting room designated will automatically be reserved. The system even generates visitor badges at the reception desk based on the attendees listed in the invitation. You can indicate any special A/V needs and order beverage service as well.
- Use the Resource Scheduling system to schedule a specific meeting room directly (this doesn't provide the Outlook registration benefits).
- Use the touchpad screen outside each meeting room to schedule an impromptu meeting on the spot.

For more information or to schedule training on the Resource Scheduling tool, contact Facilities Management at [facilities@utsystem.edu](mailto:facilities@utsystem.edu).

## WELLNESS CENTER/19TH FLOOR COMMONS

On the top floor is a Wellness Center, complete with men's and women's locker rooms, various types of gym equipment and space for fitness classes. The Commons features two healthy activity rooms, an outdoor patio, a micro-market, and a variety of indoor seating.

## AMENITIES & EQUIPMENT

### FOOD & BEVERAGE OPTIONS

There are no traditional vending machines in the building, but a self-serve micro-market located in the Commons on the 19th floor offers a variety of prepared and packaged foods, such as fresh salads, sandwiches and snacks, as well as juices and soft drinks. Payment is made via a kiosk where you can use your phone, a prepaid key-tag, or a credit card. Complimentary coffee service, including single-serve beverage brewers, and filtered water and ice machines, are available in every breakroom.

### EXERCISE FACILITIES

The Wellness Center on the 19th floor features a well-equipped gym, including six treadmills, two climbmills, three ascent trainers, three recumbent bikes, three rowers, four ellipticals, three upright bikes, a krankcycle, barbells, free weights, and strength equipment. Two classrooms are available for fitness classes. The gym is open from 5 a.m. to 9 p.m., Monday – Friday, and 7 a.m. – 9 p.m., Saturday and Sunday. Family members and guests may use the gym outside of regular business hours when accompanied by the employee. The men’s and women’s locker rooms each feature four showers stocked with hypoallergenic liquid bath soap and towels, and 30 lockers, including some that can be rented long-term. Employees must complete the online waiver before using the facilities; guests must complete a paper form. Contact Kendra Bolton at [kbolton@utsystem.edu](mailto:kbolton@utsystem.edu) with any questions regarding the Wellness Center or Wellness programs.

### COPIERS/PRINTERS

There are at least 11 color and black-and-white copiers/printers on every floor. Anyone can send a document to almost any printer in the building. To keep copies from inadvertently being taken by others, there is a feature that allows you to go to the printer and scan your badge before the copies are printed. For large printing jobs, RICOH staffs an in-house copy center on the 16th floor (16.315).

### RECYCLING

In addition to the typical paper recycling collection points at each desk, single stream collection containers are available in all the breakrooms and in the Commons. Single stream collection means that all types of recyclables—aluminum, paper, plastics, glass, etc.—are collected in one bin (graphic illustrates recycled materials allowed by the City of Austin).



### HEATING & COOLING

A state-of-the-art heating and air conditioning system was “balanced” by the contractor before the moves began. Facilities Management conducts regular temperature surveys and makes adjustments as necessary to ensure that all areas of the building are at comfortable temperatures for the greatest number of people possible. Thermal shades have been installed on all the exterior windows, and the

windows themselves have thermal reduction properties to help manage temperatures. For those who are still cold or hot after the building temperatures have been stabilized, FM will supply safe heaters and low noise fans that can be used in individual areas (please do not bring your own).

### **NOISE CONTROL**

The walls to the copier/work rooms and breakrooms are designed with extra insulation to minimize distractions caused by conversations or sounds of the copiers in use. Work areas feature a noise masking system.

### **ATMs AND UFCU**

University Federal Credit Union (UFCU) has a branch entrance on Lavaca Street, just north of West 7th Street. In addition to an outdoor ATM located at the branch entrance, there is an ATM in the first level lobby, near the garage elevators.

### **DIGITAL DIRECTORY**

The digital directory in the first level lobby is a resource for visitors and employees alike. The directory provides current weather and forecasts, local traffic conditions, and a local amenities map showing places to eat within walking distance. If you have a favorite place not yet showing on the map, let Facilities Management know and they will inform the directory vendor.

## **PARKING & TRANSPORTATION**

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### **PARKING**

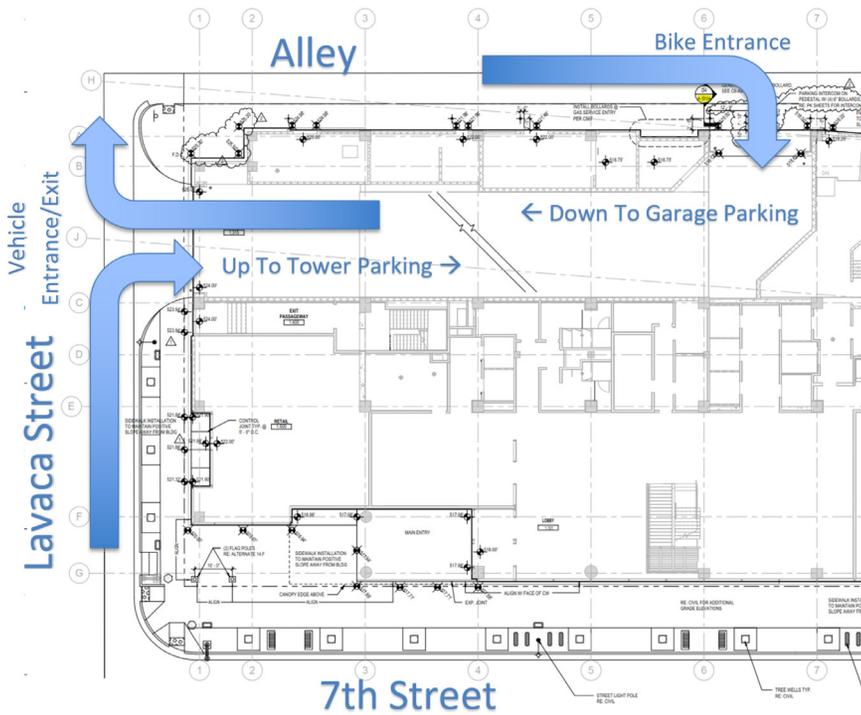
Parking is available for employees, visitors and tenants on levels 3 through 10. Secure and VIP visitor parking is located in the garage. Your parking hangtag provides 24/7 access to the garage; an RFID chip opens the automatic gate when closed. Gates are open during business hours. Any vehicle without some sort of vehicle permit (our hangtag, a System visitor vehicle pass, retail visitor pass) is subject to being booted or towed.

Parking spaces generally are not reserved except for secured parking and a small number of visitor spaces in the basement that are designated for Board members, legislators and other dignitaries. There are also handicapped spots on every level and a limited number of UFCU customer parking spaces reserved on the third floor. Please do not park in an UFCU space, even if conducting UFCU business. These spaces are intended for UFCU customers who otherwise cannot park in the garage.

From the garage, stairs can be taken up to the department floors (entry requires an employee badge) or the elevators can be taken down to the first floor. After exiting the garage elevator on the first floor, walk to the office elevator lobby and take one of those elevators to your floor.

## ENTRY/EXIT TRAFFIC FLOW

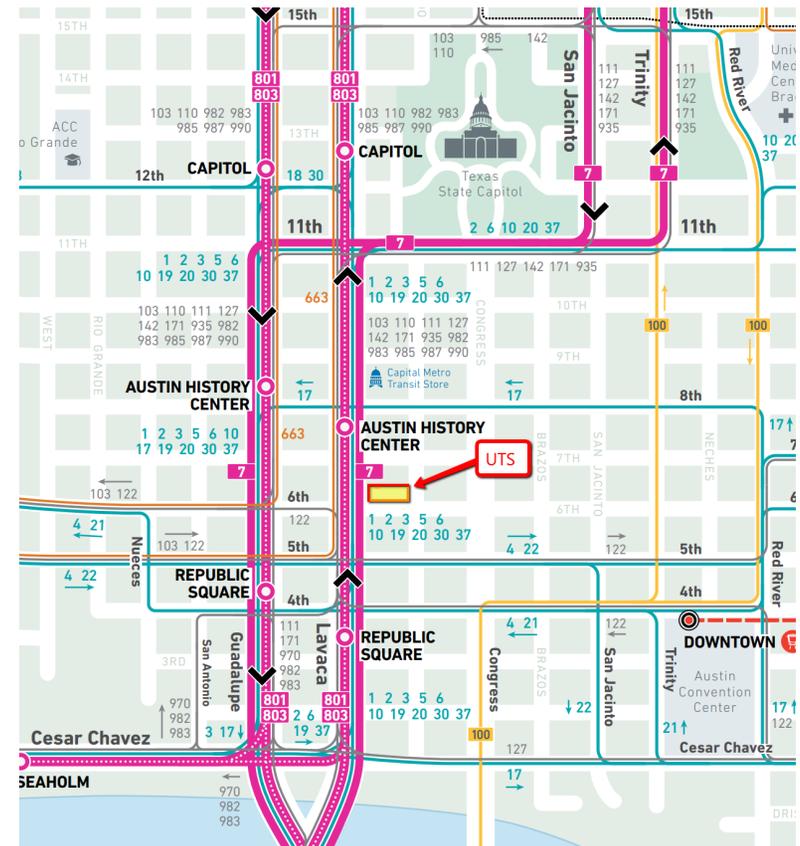
The entrance and exit to the parking garage are located on Lavaca, a one-way street going north. A slip lane provides easier access in and out of the garage. A police officer will help control traffic exiting the garage at the end of the day as needed. Programmable red and green lights at the top of the ramp designate lane directions depending on the time of day to aid with traffic flow within the garage.



## PUBLIC TRANSPORTATION

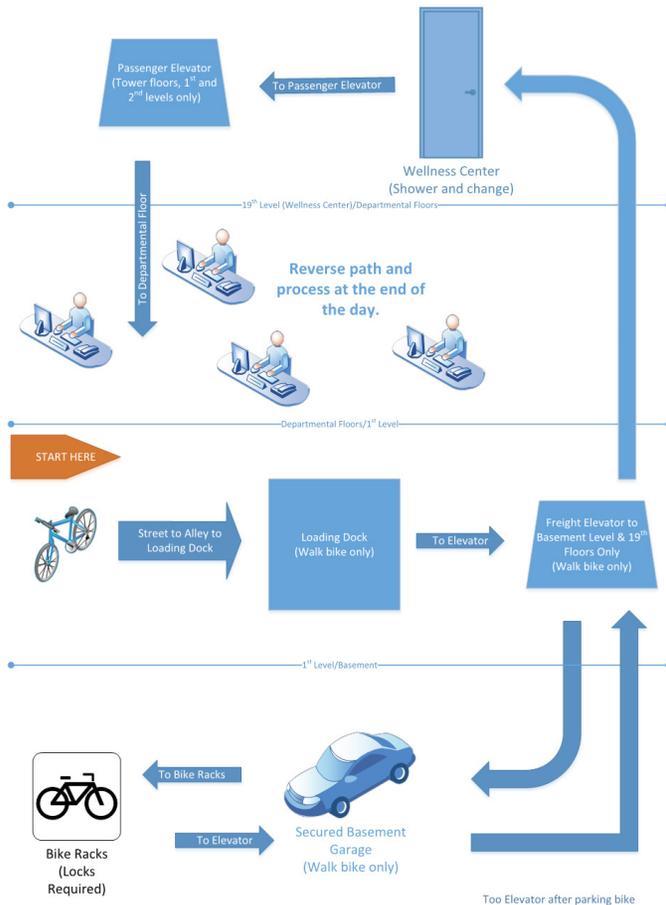
You can use any CapMetro service for free with a UT ID, including the MetroRail (which has a stop nine blocks away at Fourth and Neches Streets). There are many bus routes that pass within a few blocks of our building on Guadalupe and Lavaca Streets.

CapMetro has an online trip planner that can help you select the most convenient route as well as a public transit map available on its website (<https://www.capmetro.org/planner/>).



## BICYCLE PARKING

Bike racks are provided in the basement of the UT System building. You must register your bike with Facilities Management before parking it in the basement. To enter the garage, bike down the alley to the loading dock (watch for auto and truck traffic!). From the loading dock, exit past the trash/recycling compactor and use your badge to enter the service elevator lobby. Use your badge again to take the freight elevator down to the secure basement garage. Exit right off the elevator and through the door to the bike racks. Bring your own lock. If needed, showers and locker rooms are available in the Wellness Center on the 19th floor, which can be accessed via the freight elevator. Take a tower elevator (not the freight elevator) when you are ready to go to your department's floor.



## SAFETY & SECURITY

### BUILDING ACCESS

Only the building's first floor and part of the second floor are accessible to the public. Guards are stationed in the lobby both during and after business hours. Accessing the office floor elevators requires an employee or visitor badge (guards will provide visitors with a badge that only allows access to a specific floor). On each floor, the workspaces are separated from the reception areas through badge access-controlled doors.

If expecting a visitor, email the name(s) to the guards at GRP-Guards ahead of time with the meeting name, sponsor name and phone number, and expected day and time of arrival. The department is responsible for emailing a dashboard garage pass to each visitor who requires parking with the day/time of that meeting only. GRP-Guards should be copied on that email. Visitors will park in the garage tower in any open space and then sign in at the reception desk.

VIP visitors will be directed to park in the basement garage. As with any visitor, notify GRP-Guards ahead of time. There are limited VIP spaces in the basement so these should be offered only to regents, institution presidents, elected officials or other dignitaries.

If the visitor is expected, the guard will issue a visitor badge and an elevator key card, then notify you that a visitor is on his/her way up to the floor. Meeting invitations created through the Resource Scheduling system automatically generate visitor badges. If a visitor shows up who is not expected, you will be asked to come down and identify the visitor in order for them to get a floor access badge.

Visitor badges only provide access to the breakroom, restrooms, and conference rooms on a floor. An employee will need to meet the visitor in the reception area to provide access to the workspaces. If you enter the reception area and see a visitor waiting for someone else, do not allow the visitor to enter the work area unescorted. Instead, help locate the person being visited.



## GARAGE SECURITY

Guards are assigned to the garage as needed and conduct sweeps of the garage during and after business hours. The garage is well lit, and the rolling gate will prevent unauthorized access after hours. Security cameras are located on each level of the garage. Cameras in the garage are part of the full-time live surveillance program. One of the monitored cameras is at the top of the long speed ramp, which also acts as a deterrent to unauthorized visitors. A high priority, high resolution camera covers the single entrance to the garage and is monitored whenever the rolling gate is opened. The remaining garage cameras are available for detailed surveillance as needed. From the garage, an employee or visitor floor badge is required to access any of the office floors.

## EMERGENCY PRECAUTIONS

The UT System building complies with the National Fire Protection Association (NFPA) Life Safety Code and is equipped with fire alarms, strobe lights, fire-rated doors and walls, and sprinklers. A notification system will provide specific instructions regarding evacuations in the

case of an actual emergency. An emergency procedures overview can be referenced online at <https://www.utsystem.edu/offices/risk-management/system-administration-safety>.

## EMERGENCY COMMUNICATIONS

If you have an emergency requiring police, fire or EMS, call 911. All calls to 911 originating from a UT System Administration desk phone are routed to the City of Austin Dispatch. Guards will be informed that a 911 call has been made.

Emergency communications will come from the UT System Notification System (notifications will be sent to your cell phone and/or email).

Contact the following as needed for security concerns or questions:

- **Office of Director of Police** (weekday office hours): 512.499.4680
- **Office of Risk Management / Safety Specialist:** 512.499.4661 (after hours: 512.471.4441)
- **Building Maintenance Emergencies:** 512.499.4736 (after hours: 512.471.2020)

## DEPARTMENT SAFETY LIAISONS

Each department has designated a point of contact for safety issues and communications. These individuals attend meetings and training sessions regarding fire and life safety and emergency response. They also assist with fire extinguisher inspections and evacuation exercises. In the event of an emergency, they provide information and direction to their department and identify and assist individuals with limited mobility. Contact the Safety Specialist at 512.499.4661 for a list of Department Safety Liaisons.

## FIRE SAFETY

If you discover smoke or fire, call 911. Proceed immediately to the nearest safe exit. Shut (but don't lock) doors as you evacuate. Mobility impaired individuals should shelter in place in the Area of Refuge in the stairwells. Do not use the elevators. Go to your department's

designated assembly area and remain there until cleared to leave so your Department Safety Liaison has an accurate count.

## WEATHER EMERGENCIES

UT Austin Police Dispatch monitors weather conditions 24/7 and will issue warnings via text message as needed. If a warning of an approaching tornado or severe weather is issued during business hours, proceed immediately to the building basement.

If inclement weather (snow or ice) results in closure or late start times, announcements will be made by 6:30 a.m. through the UT System Notification System (notification will be sent to your cell phone and/or email). If no announcement is made, report to work at the usual time or as soon as it is reasonably safe to do so from your location.

## MEDICAL EMERGENCIES

Call 911 for any potentially serious injuries or illnesses. Guards will be informed that a 911 call has been made. Automated external defibrillators (AEDs) have been placed throughout the building, including the first floor reception desk, Board of Regents room and Wellness Center. For minor emergencies, first aid kits are available from your Department Safety Liaison, the guards or the Office of Risk Management (ext. 4661).

## SUSPICIOUS PACKAGES/THREATS

If you receive a bomb threat or other threat of violence, try to keep the caller on the line and get as much information as possible while also having someone call 911. Guards will be informed that a 911 call has been made. Also notify the Office of Risk Management (ORM) as soon as possible (ext. 4661). If you encounter a suspicious package, do not touch it. Call 911 and notify ORM.

## OFFICE ETIQUETTE

Open-plan workplaces promote collaboration and communication. It is easier to share ideas and information, which creates an energy that can be contagious. The result is an increased sense of community and feeling of camaraderie as coworkers get to know one another, share expertise and engage as a team. However, there also is a loss of privacy and a lack of built-in boundaries that can create distractions and amplify annoyances. It's important for all to be considerate of one another's personal space and to be aware of possible irritations. Think about how smells, noises or visual materials might cause offense or create stress, and do your part to be a good neighbor.

## WORKSPACES

- **Tidy up** — the open floorplan puts most workstations and offices in clear view so it's more important to keep your work area neat and organized.
- **Respect your neighbor's privacy** — don't assume someone is available to chat; honor a busy light if in use; pretend there is an office door even when there isn't; don't feel you have to look up and say hello every time someone walks by; try to ignore your neighbors' conversations, computer screens and documents.
- **Keep the noise down** — adjust the ringer on your phone so only you can hear it and keep your cell phone on vibrate; don't use the speaker phone, even to retrieve voice messages; make sure the music in your headphones can't be heard by anyone else; be aware of noisy habits such as foot or finger tapping; use phone or huddle rooms for online learning (if you have a laptop), lengthy conversations, meetings or phone conferences; lower your voice and don't talk past other people.

- **Don't share scents and smells** — be aware of personal odors that could be offensive to others, such as perfume/aftershave, lingering smoking smells or sweaty clothing; don't use diffusers, potpourri or candles (a fire hazard anyway) in your work area; don't eat smelly foods at your desk; and don't use nail polish, polish remover, hair spray, cologne or other sprays in your work area. Take food waste and non-paper recyclables to the breakroom for disposal.
- **Maintain security** — lock up or at least put away your purse, laptop and any confidential information you might be working on.
- **Work together when using the window shades** — the default for shades should be open to share the light into the building. But when shades are needed, communicate ahead of time with your neighbors so you can all agree on when and for how long they should be down.
- **Be available when working away from your desk** — let your supervisor and coworkers know if you're going to be working in another area of the building, such as a huddle or phone room, in the Commons or on the patio, and carry your cell phone so they can reach you.

## COMMON SPACES

- **Clean up after yourself** — wipe down tables, counters, microwaves and sinks after use and dispose of or recycle waste materials.
- **Don't leave dishes in the sink** — rinse and put them in the dishwasher or wash personal items and take them back to your desk.
- **Limit the food and personal items you store** — ensure everyone has space in the cabinets and refrigerators as needed; take your food containers home at the end of the day.

- **Throw food remnants into the trash** — scrape dishes before rinsing or placing in the dishwasher; there are no garbage disposals so do not allow coffee grounds or food items to go down the drain.
- **Replace paper in copiers when needed** — don't leave that for someone else to do. If you see a low toner warning, either alert the person(s) in your department trained to change toner cartridges or contact RICOH.
- **Remove empty coffee pots from burners and turn the burner off** — better yet, make coffee when the pot is empty.
- **Don't camp out in huddle, quiet or phone rooms** — those are not personal spaces and should be used only as needed.
- **Remember that meeting rooms are shared and in demand** — cancel meetings in the reservation system if you no longer need the room and leave meeting rooms clean and neat when you're done.

## FLOORMATES

Everyone is expected to do their part to keep common areas clean and tidy. Delegates from each department have been designated as "floormates" representatives with responsibility for working together by floor to organize activities and tasks to make life better for all. Those tasks include scheduling kitchen duty (e.g., running and emptying the dishwashers, clearing out the refrigerators). The floormates are responsible for organizing and coordinating the work, not for doing it all themselves.

## REFERENCE RESOURCES

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Please note that some resources require you to log in to view or use.

### SAFETY & SECURITY

After-Hours Contacts: <https://www.utsystem.edu/sites/ut4u/emergency-contacts> (Call 911 in case of emergency)

Emergency Procedures Overview: <https://www.utsystem.edu/sites/ut4u/emergency-evacuation>

### USING THE BUILDING

Parking Application: <https://apps.utsystem.edu/ParkingMgnt/ut/application.aspx>

Facility Maintenance Work Requests (to be submitted by designated department representative): <https://department.utsystem.edu/sites/fpc/fm/maint/SitePages/Home.aspx>

Kitchen Supplies Orders: <https://department.utsystem.edu/sites/fpc/fm/fs/SitePages/Home.aspx>

### WORKSPACE COMFORT

Ergonomic Comfort Self Checklist: <https://utsystem.edu/documents/docs/supporting-documents/desk-ergonomic-comfort-self-checklist-seated-and-standing>

#### Chair Adjustment Instructions:

Haworth Zody - <https://vimeo.com/134383832>

Herman Miller Aeron - <http://www.hermanmiller.com/customer-service/chair-adjustments.html>

Rockford Leap - <https://www.youtube.com/watch?v=nqQjNYx-Eyw>

#### Desk Adjustment Instructions:

Sit-Stand Desk - <http://www.hermanmiller.com/products/workspaces/individual-workstations/renew-link.html>

Benching Desk - [http://www.hermanmiller.com/content/dam/hermanmiller/documents/user\\_information/motia\\_sit-to-stand\\_tables\\_adjustment\\_guide.pdf](http://www.hermanmiller.com/content/dam/hermanmiller/documents/user_information/motia_sit-to-stand_tables_adjustment_guide.pdf)

## EQUIPMENT & TECHNOLOGY

Copiers/Copy Center: <https://department.utsystem.edu/sites/fpc/fm/ms/SitePages/Home.aspx>

Resource Scheduling (Meeting Room Reservation System): <https://department.utsystem.edu/sites/fpc/fm/mtgsp/SitePages/Home.aspx>

Phone/Skype for Business Instructions: <https://department.utsystem.edu/otis/O365/Shared%20Documents/Quick%20start%20guide%20Skype%20for%20Business.pdf>

Duo Mobile Instructions: <https://community.utsystem.edu/sites/infosec/2fa/SitePages/Home.aspx>

Remote Access Instructions: <https://department.utsystem.edu/otis/SitePages/RemoteAccess.aspx>

### FOOD & BEVERAGE

Micro-Market: <https://department.utsystem.edu/sites/fpc/fm/fs/SitePages/Home.aspx>

### WELLNESS CENTER

Gym Waiver: [https://forms.utsystem.edu/\\_layouts/FormServer.aspx?XsnLocation=https://forms.utsystem.edu/Gym%20Waiver/Forms/template.xsn&SaveLocation=https%3A%2F%2Fforms%2Eutsystem%2Eedu%2FGym%20Waiver&ClientInstalled=false&Source=https%3A%2F%2Fforms%2Eutsystem%2Eedu%2FGym%2520Waiver%2FForms%2FAllItems%2Easpx&DefaultItemOpen=1](https://forms.utsystem.edu/_layouts/FormServer.aspx?XsnLocation=https://forms.utsystem.edu/Gym%20Waiver/Forms/template.xsn&SaveLocation=https%3A%2F%2Fforms%2Eutsystem%2Eedu%2FGym%20Waiver&ClientInstalled=false&Source=https%3A%2F%2Fforms%2Eutsystem%2Eedu%2FGym%2520Waiver%2FForms%2FAllItems%2Easpx&DefaultItemOpen=1)

## WHO TO CONTACT

**Facilities Management** - Ext. 4316 or [facilities@utsystem.edu](mailto:facilities@utsystem.edu)

*Building maintenance issues, heating and cooling concerns, breakroom supplies, meeting reservation system or list of Floormates*

**Safety/Risk Management** – Ext. 4661 or [nrogers@utsystem.edu](mailto:nrogers@utsystem.edu)

**(Call 911 in case of emergency)**

*Emergency procedures, safety equipment and training, ergonomic assessments and list of Department Safety Liaisons*

**Technology Issues/Assistance** – Ext. 4357 or [help@utsystem.edu](mailto:help@utsystem.edu)

*Office of Technology & Information Services (OTIS) HelpDesk*

**Wellness/Gym** – Ext. 4797 or [kbolton@utsystem.edu](mailto:kbolton@utsystem.edu)

*Gym equipment, fitness classes and Wellness programs*





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