NSP Administrative Coordinator

Raitt Building Coordinator

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# Raitt Units/Department Contacts

*3rd floor*

1. Scandinavian Studies

Main office in Room 318

Karoliina Kuisma, program administrator; kuisma@uw.edu

Stacey, program assistant at front desk; uwscand@uw.edu

1. NSP

Raitt-nsp@uw.edu listserv to email all NSP staff, faculty, and students who have offices in Raitt

*2nd floor*

1. Center for Studies in Demography and Ecology (CSDE)

Main office in room 206

Clint Kruchoski, program administrator; clkru@uw.edu

Belinda Sachs, finance administrator; belindab@uw.edu

Michela Dwyer, program assistant at front desk; mdwyer3@uw.edu

Sara Curran, Chair, scurran@uw.edu ; contact only if urgent and the above three contacts are not available; has been involved when scheduling fire alarm testing and we can’t get into a room

xxxxxxx , lab manager of Metabolics lab across from 229

1. Digital Arts (DX Arts)

Billie Grace, program administrator; bgrace@uw.edu

DX Arts Chair: Juan Pampin, pampin@uw.edu ; contact only if urgent and Billie is not available

DX Arts main office in room 207

Other DX Arts staff

DX Arts classroom

*1st floor*

DX Arts

Studios, Equipment, and staff

Scandinavian Studies

TA offices close to men’s bathroom

NSP storage area behind room 128 locked door; 128 has a door that leads to the basement equipment

 General classrooms: 107, 109, 116, and 121

1. College of Arts and Sciences lab space

Jim Feathers to provide a new contact for space access, especially for fire alarm testing.

There is a small hatch leading to the Quad through this space; it exits through a rusty metal cover next to the staircase that faces Miller Hall. Formerly Jim Feathers’ Anthropology lab and they moved out Q1 of calendar year 2023.

# Building Access

Building keys are on a ring in the front of the top drawer in the pedestal cabinet next to Mark’s desk. To get into Mark’s pedestal cabinet, there is a key ring clipped to the back of Mark’s right computer monitor.

Important keys

Mechanical Closet: will get you into the attic space which is accessed via the door near the entrance to the 3rd floor women’s bathroom; there’s a tall ladder up in the attic catwalk that can be borrowed if you really need it but you must return it right away; no one said we can borrow it but we know it’s there.

JXA93: will get you into Raitt 128

Scand Studies Master: gets you into all Scandinavian Studies offices on 3rd and 1st floors

DX Arts Master: gets you into some of their spaces

DX Arts 207: gets you into their main office

New key request [information](https://facilities.uw.edu/catalog/keys-and-building-access)

As the building coordinator, you will be asked to sign other unit’s new key request forms. Have your Adobe PDF digital signature ready.

Building Hours Modification

<https://facilities.uw.edu/catalog/building-locking-unlocking>

Numerical keypad

There’s a numerical keypad on exterior door 10B that faces Denny Hall. Programming for this keypad is controlled by software found on the Mark\_Admin desktop.

The Mark\_Admin password is carrots34$$BEETS.

The software is called DL-Windows version 5.5.3. The programming tool and instructions are in a 4x4x10 inch white box in the gray floor cabinet next to the Student Assistant desk in the NSP 305 main office. Look on the far right of the top shelf for the white box.

If you are looking for a list of codes that have been programmed into the numerical keypad, there is a spreadsheet on the Mark\_Admin desktop called ‘Raitt Hall\_cleaned 09.20.2021.xlsx’.

# [UW Facilities](https://facilities.uw.edu/)

Call Care Team at 206-685-1900 when there’s an emergency

Non-urgent requests go through FS Works; submit a request: <https://fms.admin.uw.edu/fs-works/uwnetid>

Email careteam@uw.edu for unique requests or to follow up on an FS Works submission that seems to have dropped off their radar; examples of unique requests: dead animals, sharps, wasps on the 3rd floor even if outside the building

Custodian

Early day shift starts at 5:00am

Early day shift custodian supervisor is Andre` Vasquez; drequez@uw.edu; 206 543-6608. Manager of Operations. Andre’s supervisor is ROMAN J. ARIRI; rariri@uw.edu; 206 543-6610, 206 685-1500; fax: 206 685-3362; Box 355005; CUSTODIAN SUPERVISOR 2, UWF: OPS: BSD: Custodial Area E – Supervisors

Swing shift starts at 1:30pm

Swing shift lead is Katherine Huebl, kh246@uw.edu

Swing shift supervisor is Yang-Sook Choe, ygordon@uw.edu

Building hours: Monday – Friday 7:30am-6:00pm

Raitt Hall’s four entry doors are unlocked by the early day shift custodian and locked by the swing shift custodian, at the times designated on the [Building Hours Modification form](https://facilities.uw.edu/netid/form/building-hours-change). There can be a variance in the times (early or late) that doors are unlocked and locked because it requires a person to come to our building and they may have many buildings to juggle on a given day.

If you want the entry doors unlocked or locked at a different time, you’ll need to submit a Building Hours Modification form (BHMf). And because we have five units in this building, you need to get approval from each unit. When you submit a BHMf, you will be asked to add unit contacts’ information and they will receive an email of the change.

# CAAMS

CAAMS is the system that controls the swipe card readers for Raitt 229, 330, and 331.

Picture Perfect software is saved to a desktop; right now, it’s on Mark and Susan’s computers

 If needed, [here are alternative instructions](https://kb.ischool.uw.edu/wp/wp-content/uploads/2016/09/CAAMS_Terminal_Server_Instructions.pdf).

Rosanna Woods is the person who responds to caams@uw.edu

The utility closet to the left of Raitt 305H is where the technician goes to maintain switches and fuses. Recent vendor technician is Tony.

# Facilities/Maintenance

Submit maintenance requests via FS Works.

Campus area E (all buildings in the North end of the Quad) is overseen by Lance Karvonen, karvone@uw.edu . If you ever need to follow up on a request or are having problems with a person assigned to a request, reach out to Lance.

If you ever have the chance to select a project manager, David Horne is the most competent that I’ve come across.

# Fire Safety & Evacuation Plan

Fire Safety

Fire alarm testing is conducted on an annual basis. This means that you will have to ask unit contacts within Raitt for keys and door codes. You will need to be here when they do it. Past communications about what rooms they need access to has been poor. Even when I’ve asked specifically what rooms their ask has been incomplete. Then on the day of the fire drill, they end up pointing to a map and saying “and this one, too…and this one, too” while the alarms are blaring.

Lead with Campus Engineering, Utilities and Operations: Leon Maurer, shutdown@uw.edu

Fire Alarm Control Technician Lead, Shop 24 (North): Frederick (Fred) Ryun, fryun@uw.edu

DX Arts door codes:

Raitt 207: 2266600, 2240927, 2284805, 2322339, 2240927 🡨Billie says one of these should work; we also have a physical key.

Raitt 129: 8011

 Raitt 113: need get a key from Billie G

Emergency Evacuations

In case of emergency or natural disaster, we have two documents to reference: N:\NSP\_Academic\Operations\Emergency Operations and Evacuation Plan

1. Building Evacuation Plan: Raitt\_FSEP Fire Safety Evacuation Plan\_Sept 2021.docx
2. Evacuation Roster for NSP: Raitt\_NUTR\_EvacuationRoster\_Updated\_01.04.2023.docx

# Special Events requests

The Quad

The UW’s Special Events office receives requests by users who want to hold an event in common UW spaces like the Quad. Buildings around the Quad will be asked to approve use of the quad for an event. Raitt’s biggest concern is that DX Arts has very sensitive sound recording equipment on the 1st floor. We should always ask Billie Grace to weigh in before replying to the user. Even if all other buildings approve, do not feel pressured to approve a request. If Billie doesn’t approve, then ask Billie if there’s any wiggle room or a way to compromise. Your reply to the user or Special Events office doesn’t have to be a stark No if you forward Billie’s suggestion for compromise. You don’t have to find the solution but you do need to liase.

General classrooms

The UW’s Special Events office receives requests by users who want to hold an event in one of Raitt’s general classrooms. The Building Coordinator receives periodic email notifications of a special event in one of the 1st floor classrooms. If that event is outside of normal building hours, please email the unit contacts to alert them. They like to know when non-Raitt people are in the building.

# Raitt 229

Also known as the SPH Student Center; here’s the room’s information page: <https://sph.washington.edu/students/sph-student-center>

Reservations by SPH students are made using this web form: <https://sph.washington.edu/form/lounge-reservation> . This form emails a summary to sphrh229@uw.edu which is monitored by the NSP Administrative Coordinator in Outlook.

Reservations by NSP faculty and staff are ideally made by submitting the same web form but emailing nutr@uw.edu is acceptable. Then the NSP Administrative Coordinator adds that event to the shared Google calendar and replies to the staff or faculty with a confirmation.

Shared Google calendar

 User name: sphrh229@gmail.com

 PW: sph.nutr.raitt.229

Brian Fish, NSP part-time IT person, helps with computer and projector setup and instructions. Currently, the instructions are found at N:\NSP\_Academic\Operations\Facilities and Space\229 SPH Student Center\StudentCenter\_Projector\_2021-11-03\_MJA.pdf.

Historical background: As of March 2022, after the Hans Rosling building opened up, Public Health Global Health group moved out of the Raitt 229 offices A, B, C, and D. Raitt 229 is officially a shared SPH space for undergraduate advising and events and TA office hours. Ownership and management of the 229 space now falls completely to NSP. Prior to the Public Health Global Health (PH GH) group, the space was Liz Kirk’s lab space long ago, was renovated and very quickly given to PH GH without prior communication to NSP leadership.

# [Iron Mountain](http://ironmountainbillingservices.billtrust.com)

 For customer service: at askcustomerservice@ironmountain.com or 800.934.3453

 To pay an invoice: <http://ironmountainbillingservices.billtrust.com>

 Service definitions: <http://cic.ironmountain.com/shredding/glossary>

 Account: A792G

User name: NUTR PW: 🡨with zeros just like UW NetID

Question 1 (hobby) Answer: ANYTHING

Question 2 (athlete) Answer: ANYTHING

Question 3 (mother) Answer: ANYTHING

# Travel

Purchases are made either using the ProCard or the Corporate Travel Account (CTA).

Travel reimbursements are done through Ariba and soon in Workday.

We do have access to many travel agents. NSP chooses to use Jeanne Kick of Direct Travel. Email address: jkick@dt.com .

# Textbook Ordering

Done quarterly with deadlines based on UBookstore timeline found here: <https://www.ubookstore.com/faculty>

# Course Evaluations

Administered using IASystem. Find more information here: <https://www.washington.edu/assessment/course-evaluations/>

# Surplus

Information about Surplus can be found here: <https://facilities.uw.edu/uw-surplus> .

# Fleet Services/UCAR rental

Information can be found here: <https://transportation.uw.edu/getting-around/vehicle-rental-ucar> .

You can rent a vehicle and we sometimes do this for small surplus drop-off. When you want to get rid of items quickly and don’t want to wait for the Surplus team to do the work, then renting a vehicle is cheaper and can happen at a time of your choosing.

# NSP Website Updates

Requests for updates usually come to you from the NSP Student Academic Services team.

# Trumba calendar Updates

Requests come to you from either NSP Student Academic Services or Lori Tiede.

Information about Trumba can be found here: <https://itconnect.uw.edu/tools-services-support/email-calendars-events/uw-event-calendar> .

# Ricoh copy machine

See N:\NSP\_Academic\Operations\Procedures\Ricoh\Ricoh Help Info.docx

Contract and service is managed by Managed Print Services. Our contact person is Armand Bulaoro, uwmps@uw.edu .

Our machine does well with 20# weight standard office paper. When you put 28# slick color laser paper in, it’s only a matter of time before it jams.

Color toner is ordered automatically since the machine has sensors.

# Mail Delivery

Intercampus mail arrives daily around 10am and is delivered to the cabinet on the Lobby level of Raitt.

USPS, UPS, FedEx, and private contractor packages may be delivered through campus mail. It can also arrive directly to Raitt 305.

Raitt 305 mailboxes include Outgoing slots for external and intercampus mail.

Use the barcode stickers to charge budget 07-5715 for postage+shipping for all carriers (USPS, UPS, FedEx, DHL).

# Office Supplies

Inventory is found in the kitchen, in the 306 suite, and in the shared copy machine area.

Ordering is done through Ariba and soon in Workday.

# Waste disposal

Mixed paper recycling, compost, landfill garbage have bins in the central hallways of Raitt.

It is our responsibility to empty mixed paper and landfill garbage from the receptacles at our desks into the central hallway bins. Note: some custodians are more motivated than help out and may offer to empty your receptacles.

Toner, batteries, CDs, floppy disks: these go into the gray bin on the 2nd floor of Raitt.

Plastics: instructions regarding stretchable plastic is found at <https://facilities.uw.edu/services/recycling/disposal-guide/plastic-film> .

# DRAFT Notes

August 12, 2020

Zoom meeting with Kristin E

*Shredding*

ACT: DONE - Kristin E will email date (Sept 23) of next shredding pickup and account info with Iron Mountain;

ACT: DONE - Kristin will send link to sign located at NSP\_Academic/Operations/Raitt\_Hall\Signs/shred bin sign.docx;

ACT: DONE - Mark to cancel this pickup and it can be done online; use email Fw: from Kristin as an example

Payment information is found in Jennifer’s PDF at NSP\_Academic/Operations

there is a physical console box in the office and a new sign for the top of the console asking others to not stuff it full – Iron Mountain needs to know if we have a larger pickup/shred job, i.e. office cleaning typically every 12 weeks on a Wednesday; suggestion to add this pickup on my calendar and invite other admins like Susan, i.e. since someone will need to be there to sign that they fulfilled their assignment; questions to Shannon: who is to be the primary contact?

 Answer from Shannon: Mark to be named and so he should contact them to make the update

Does Iron Mountain charge for additional or special pickups? Do we have budgeted funds for this?;

 Answer from Shannon: yes, they will charge per 96-gallon toter as opposed to total weight so let’s fill it up when we do ask for an additional toter. Shannon would never deny

FYI – let’s keep to the retention schedule b/c, if in the case of a public records request, if we have 20 years of paper documents, when we were only required to keep 6, we are likely legally bound to provide the 20 years of documents. Also, keep in mind that there is UW Recycling for non-confidential toters, i.e. textbooks if a faculty member is cleaning out their office. See the UW Recycling web page for helpful hints on how to handle books, toner cartridges, Styrofoam, special events to order garbage, compost, recycling.

staples are fine but anything else needs to be removed – no exceptions – take off binder clips, rubber bands, and paper clips; do I become the primary account holder and point of contact

Think about facilitating notifications to faculty and staff about an upcoming pickup.

ACT: Kristin to email contact at the lock shop to give permission to Mark re: CAAMS

 There is a CAAMS guide

 ACT: Mark to review CAAMS guide with a new set of eyes

 Who uses the CAAMS guide? Just Mark since he is the one to grant access to categories of people = onboarding and offboarding per quarter and when staff leave

 Not a great priority right now since we don’t have people on campus at the moment

 In the same category as keys; facilities type

 Kristin and Jennifer had access in March 2020

ACT: Mark to set up meeting with Kristin re: CAAMS training once permission is granted by lock shop

September 10, 2020

Zoom meeting with Kristin

Agenda: Course evaluations and CAAMS

Look at the user guide under N:\NSP\_Academic\Operations\Procedures\CAAMS

Marie spiker is not yet in the CAAMS system

Expect grads list from Susan

Be sure to log out of Picture Perfect using the dropdown menu, rather than clicking the red X box in the upper right corner.

When all the new students (only graduates) will have Raitt 330 access.