

Facilities Management Office

CoEmunicator

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CoE Welcome Newsletter

Welcome to the inaugural edition of the Facilities Management Office (FMO) newsletter. The intent of this publication is to provide timely and concise information about happenings around North campus that affect CoE buildings and occupants. We hope that you will find this information useful and timely.

Happy Holidays from the FMO staff.

Molly, Lou, Ed & John

UM Trailer Permits

Parking and Transportation Services has instituted a new parking system for parking trailers and research vehicles on North Campus. Vehicles must be registered with Parking and transportation Services. Vehicles must be permitted and moved to the new location prior to Friday, January 7, 2011. The new designated storage parking area is in Lot NC-37 which is located behind Auxiliary Services Building I at 1919 Green Rd. All vehicles currently parked in NC-28 (Space Research), NC-56 (NAME) and NC-91 (NCRC/Pfizer) must be moved. Vehicles permitted for the WSTPC (NC-19) are

excluded. After January 7th, Department of Public Safety will be authorized by Parking and Transportation Services to remove and dispose of vehicles not moved to NC-37. Permits are available in the Facilities Management Office located in G066 Lay Auto.



U-M Facilities Preparation and Service for 2010 Season Days

During the holidays, here are some important things to remember!

Please call:

763-1131 (or **911** from a campus phone) to reach the *Department of Public Safety* for crimes, safety concerns or to request spill response.

647-2059 to reach *Plant Operations Call Center* for maintenance requests (including custodial, grounds and parking maintenance).

Department of Public Safety

Throughout the U-M campus, we need your help in order to reduce emergencies and maintain a safe and secure environment. Please remind your staff, faculty and student colleagues to complete the following before they leave their work, research or living areas for the holidays:

- ✓ Close and lock all windows and doors
- ✓ Secure valuables, Lock desks, rooms and closets
- ✓ Double-check that all chemicals are properly capped and research operations properly secured while unattended.



Check out the new CoE art. “The Order of the Spheres” 2010 by Roberto Juarez.

Plant Operations Services

The *Key Office* will close to walk-in service at 3:45 p.m. Dec. 23. The office will re-open Jan. 3. Call the Plant Operations Call Center at 647-2059 for emergencies.

Building facilities managers – Regular *custodial services* will conclude Dec. 23. Upon request, limited *custodial services* dedicated to common area and rest room cleaning will be provided during season days. Email your custodial service request to the Plant Operations Call Center (pocc@umich.edu) as soon as possible. *Waste collections* for trash and recyclables will be monitored during the season days and will occur on an as-needed basis. Call the Plant Operations Call Center at 647-2059 if there are additional needs.

Parking & Transportation

U-M Transit Services: There will be **NO BUS SERVICE** on Saturday Dec. 25 or Saturday Jan.1.

Regular U-M campus bus and UMHS shuttle service will be modified as follows:

- Commuter – Regular service will run through Thurs. Dec. 23 and will resume Mon. Jan. 3.
- Bursley/Baits – Regular service will run through Thurs. Dec. 23 and will resume Mon. Jan. 3.
- Northwood – Regular service will run through Thurs. Dec. 23 and will resume Mon. Jan. 3.
Fri. Dec. 24, Northwood buses will run every 40 minutes from 7:35am – 6:15pm. See the **Dec. 24** schedule at www.pts.umich.edu.
Dec. 26 - 31 & Jan. 2, Northwood buses will run every 40 minutes and will follow the **Winter Break** schedule. For details, please see the schedules posted at www.pts.umich.edu.
- UMHS shuttles – Regular service will run through Thurs. Dec. 23 and will resume Monday Jan. 3.
Mon. Dec. 27 – Thurs. Dec. 30, to provide service between Lot M75 and the Medical

Center a special Mitchell Express shuttle will run every 20 minutes between 6:30am – 5:30pm. It will **not** serve the Wall St. or NIB stops.

- Paratransit Service – Regular service will be available through Thurs. Dec. 23. Service will resume on Mon. Jan. 3. All U-M buses are accessible.
- *Parking enforcement* will be suspended for permits and meter fees in all U-M parking areas except the Simpson Circle (Mott) Structure, North Entrance (Cancer Center) Structure and CVC Structure from 5pm Dec. 23 until 6:00am Jan. 3. This policy does not extend to the City of Ann Arbor parking areas.
- Orange Lots M75 and NC78 on Fuller Rd. will be available for parking Dec. 27-30 with shuttle service to the Medical Center provided every 20 minutes from 6:30am – 5:30pm.
- Medical Center evening and night shift staff with Yellow or Orange permits who cannot be accommodated by the special Mitchell Express shuttle service will be allowed to park at the Taubman Structure (Parking A)

- during the holiday break (Dec. 24 - Jan. 2). Please enter through Lanes 9 or 10 and exit through Lanes 13 or 14. To minimize the impact on patient parking, we request that staff park in the south annex.
- *Patient and visitor parking* at the Taubman Parking Structure (Parking A), Cancer Center Parking Structure (Parking B) and CVC Parking Structure (Parking C) will continue normal operations throughout the holiday season, except Dec. 25 and Jan. 1 when parking will be free. Patient and visitor parking at the Fletcher and Palmer structures will be closed throughout the holiday, Dec. 24 through Jan. 2.
 - *Fleet Services* will close at 5pm Dec. 23 and reopen at 6:30am Jan. 3. Vehicles to be rented over this period will need to be picked-up prior to closing on Dec. 23. The Fleet Services office telephone – 764-3427 -- will be forwarded to an informational voice recording.
 - *The Service Station* at Baxter Road will remain in service throughout the Holiday/Season Day period. The Kipke site will be accessible on a limited basis, as the gates for lot SC10 will be closed during non-operational hours.
 - *The Fleet Services Garage* will close at 12:30am Dec. 24 and reopen at 7am Jan. 3. For vehicle emergencies at times when the garage is closed, please contact the U-M Department of Public Safety at 763-1131 for assistance. Your call will be returned by a garage supervisor.
 - *Ann Arbor Transportation Authority (AATA)* Visit www.theride.org for their service changes during the holiday season.



Contact Information:

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