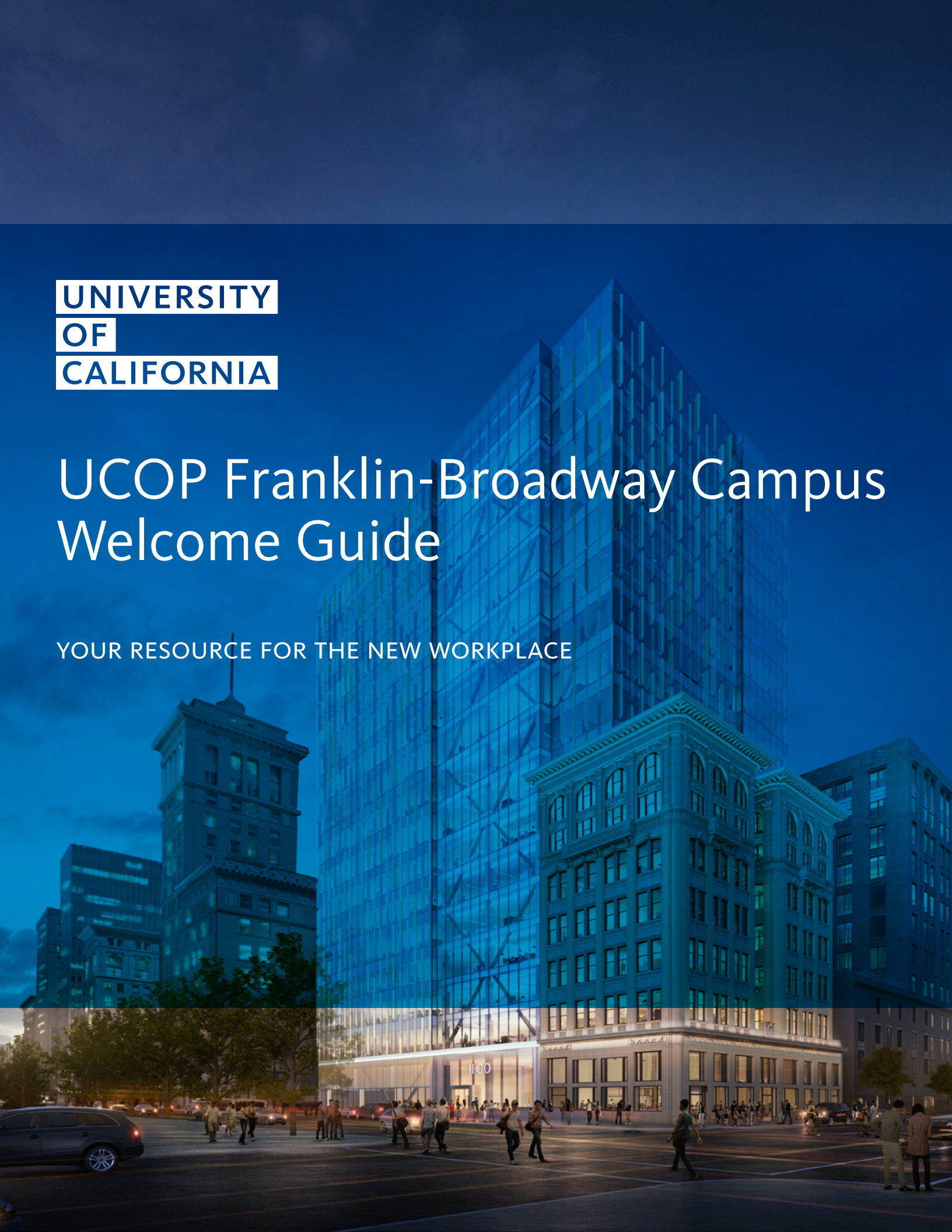UNIVERSITY
OF
CALIFORNIA

UCOP Franklin-Broadway Campus Welcome Guide

YOUR RESOURCE FOR THE NEW WORKPLACE

WELCOME

Welcome to the new UCOP Franklin-Broadway Campus! This guide is provided to support your arrival to your new workspace. On the following page, you will find the UCOP principles, values, goals and design elements that guided the development of the campus, and will continue to support the organization through our Future of Work implementation and beyond.

WITH THIS NEW CAMPUS, WE ARE BUILDING A STRONGER UCOP COMMUNITY BY:

Bringing together employees previously spread across multiple buildings into one campus	Connecting work teams in neighborhoods	Providing space and equipment to support remote work and hoteling
Promoting a more collaborative environment for workplace and personal interactions	Providing greater access to the outdoors and to natural sunlight	Increasing capacity for large and small conferences and meetings
Enhancing environmental responsibility in our facilities and technologies	Offering amenities that embrace diversity and inclusion, and promote wellness in the workplace	

We hope you enjoy your new campus.

Refer to the Building and Administrative Service Center (BASC) website for current guidance on topics contained in this Guide:
ucop.edu/building-administrative-services/index.html

GUIDING PRINCIPLES, VALUES AND GOALS

The development of the new UCOP Franklin-Broadway Campus was guided by the UCOP Principles of Community, UCOP values and the consolidation project goals.

PRINCIPLES OF COMMUNITY

UCOP is committed to promoting an environment that supports every person in an atmosphere of mutual respect, cooperation, professionalism and fairness. The realization of this commitment requires awareness and active participation by every member of our community. We strive to be service-oriented, ethical, open, diverse, just, caring and commemorative.

CORE VALUES THAT GUIDE OUR ACTIONS

- Accountability
- Collaboration
- Diversity and Inclusion
- Excellence
- Innovation
- Integrity
- Mission-Driven

PROJECT GOALS

- Provide spaces that better support the work
- Achieve significant cost savings
- Minimize future space-management issues
- Create a community at work
- Be environmentally responsible

ENVIRONMENTAL DESIGN AT UCOP

The design goal is to create spaces that inspire, are inclusive, allow us to flourish and help us to better serve all of UC, including campuses, medical centers, research labs and the retiree community.

- Wellness
- Security
- Technology
- Sustainability
- Community
- Functionality and furniture

FOR MORE INFORMATION:
UCOP Principles of Community: ucop.edu/local-human-resources/op-life/principles-of-community.html
UCOP Strategic Framework/Values: ucop.edu/pmo/strategic-planning/strategic-framework.html

CONTENTS

The Welcome Guide includes three sections and an appendix for quick reference to the new UCOP Franklin-Broadway Campus:

Transportation to Campus

Entrances to Campus

Campus Amenities

Department Locations

Collaboration Spaces

Additional New Features

Franklin Market

TRANSPORTATION TO CAMPUS

UCOP's address and main entrance is 1111 Franklin St, Oakland, CA 94607. The campus is also accessible through 1100 Broadway.

PARKING
Parking permits are available for purchase for all interested UCOP employees located on the Franklin-Broadway Campus.

Parking inquiries can be emailed to building.services@ucop.edu.

ELECTRIC VEHICLE CHARGING
The Franklin Garage has EV charging stations: 110 Volt AC wall outlets are located throughout the garage for level 1 EV charging with your own charge cord, and two ChargePoint level 2 charging stations are located on Parking Level 3.

BIKE PARKING
Bike parking is available at no cost on a first-come-first-serve basis on Level 1 in the Franklin Garage and through the Broadway 12th Street entrance.

A 48-hour advanced registration is required prior to initial use by contacting building.services@ucop.edu.

Bikes are prohibited from entering the Franklin and Broadway lobbies, and locks should be used to secure bikes at all times. Locks will not be provided.

BART
12th St. Oakland City Center station is conveniently located at the corner of 11th St. and Broadway.
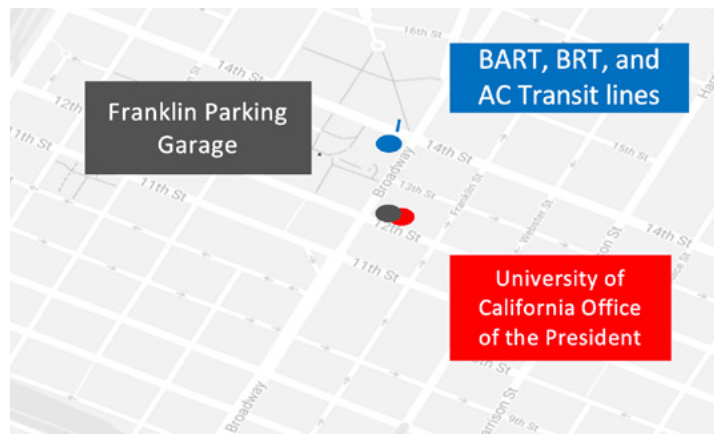
AMTRAK
Jack London Square Station (OKJ) is a 15-minute walk from the Franklin-Broadway Campus.

LOCAL AC TRANSIT LINES
AC Transit Tempo is a new bus rapid transit service in the East Bay. Nearby stations are located at 11th and 12th Streets.
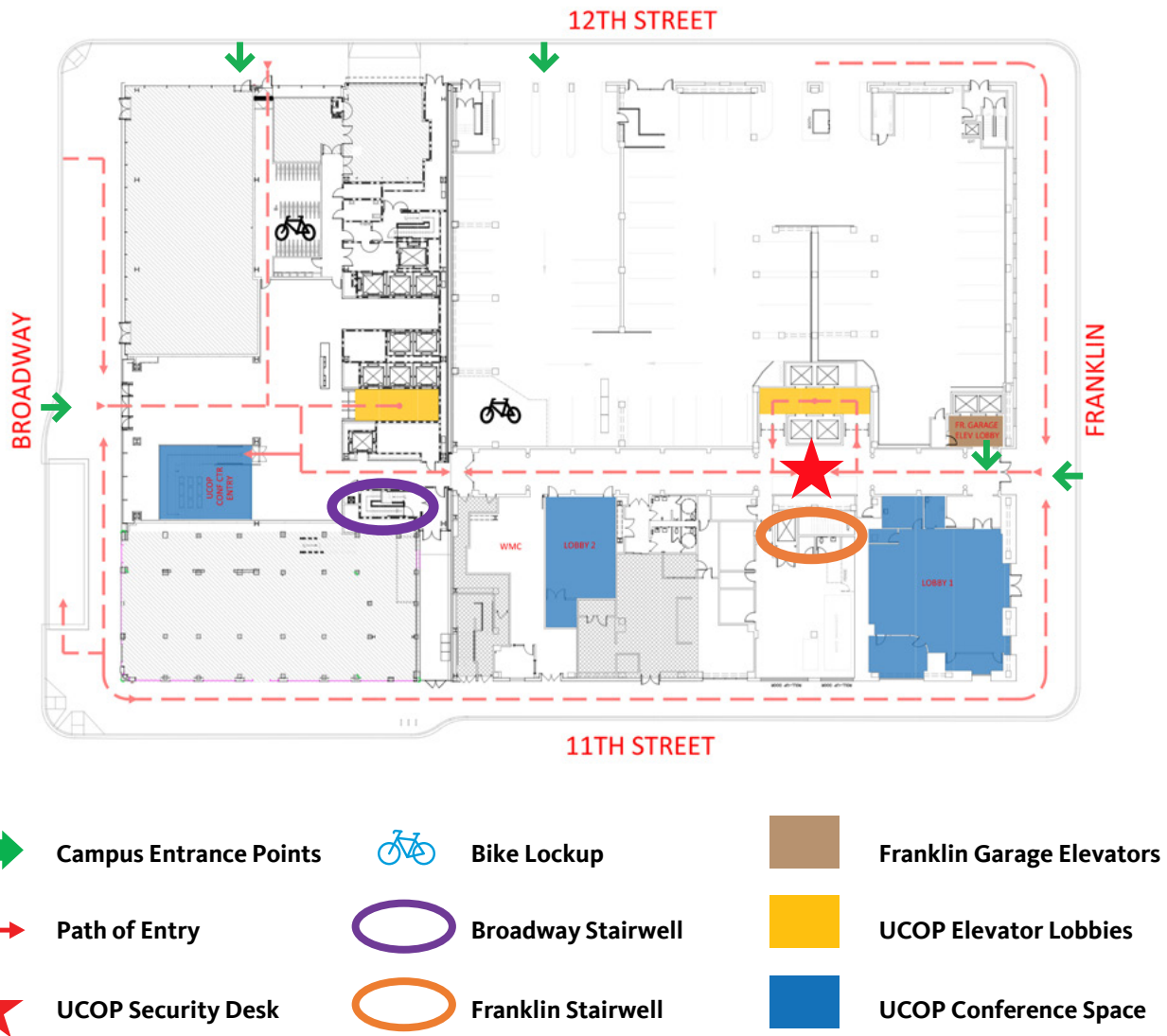
FREE BROADWAY SHUTTLE
This free shuttle offers connections from BART, San Francisco Bay Ferry and Amtrak to downtown Oakland.

ENTRANCES TO CAMPUS

This map is an overhead layout of the connected lobbies on the ground floor of the 1100 Broadway building (on the left) and the 1111 Franklin building (on the right). The lobbies of the two buildings connect so you can enter the campus from Broadway, Franklin, 12th Street or the Franklin Garage. Once you arrive, follow the path to find your way to the designated UCOP elevator or stairwell for your destination.

➡ **Campus Entrance Points**	🚲 **Bike Lockup**	⬛ **Franklin Garage Elevators**
→ **Path of Entry**	⬭ **Broadway Stairwell**	⬛ **UCOP Elevator Lobbies**
★ **UCOP Security Desk**	⬭ **Franklin Stairwell**	⬛ **UCOP Conference Space**

Broadway elevator banks operate with a modern destination system for increased efficiency.

CAMPUS AMENITIES

Broadway Floors 11 – 18 are occupied by our tenant neighbor, Credit Karma.

UCOP occupies Broadway Floors 3 – 10 and Franklin Floors 5 – 12.
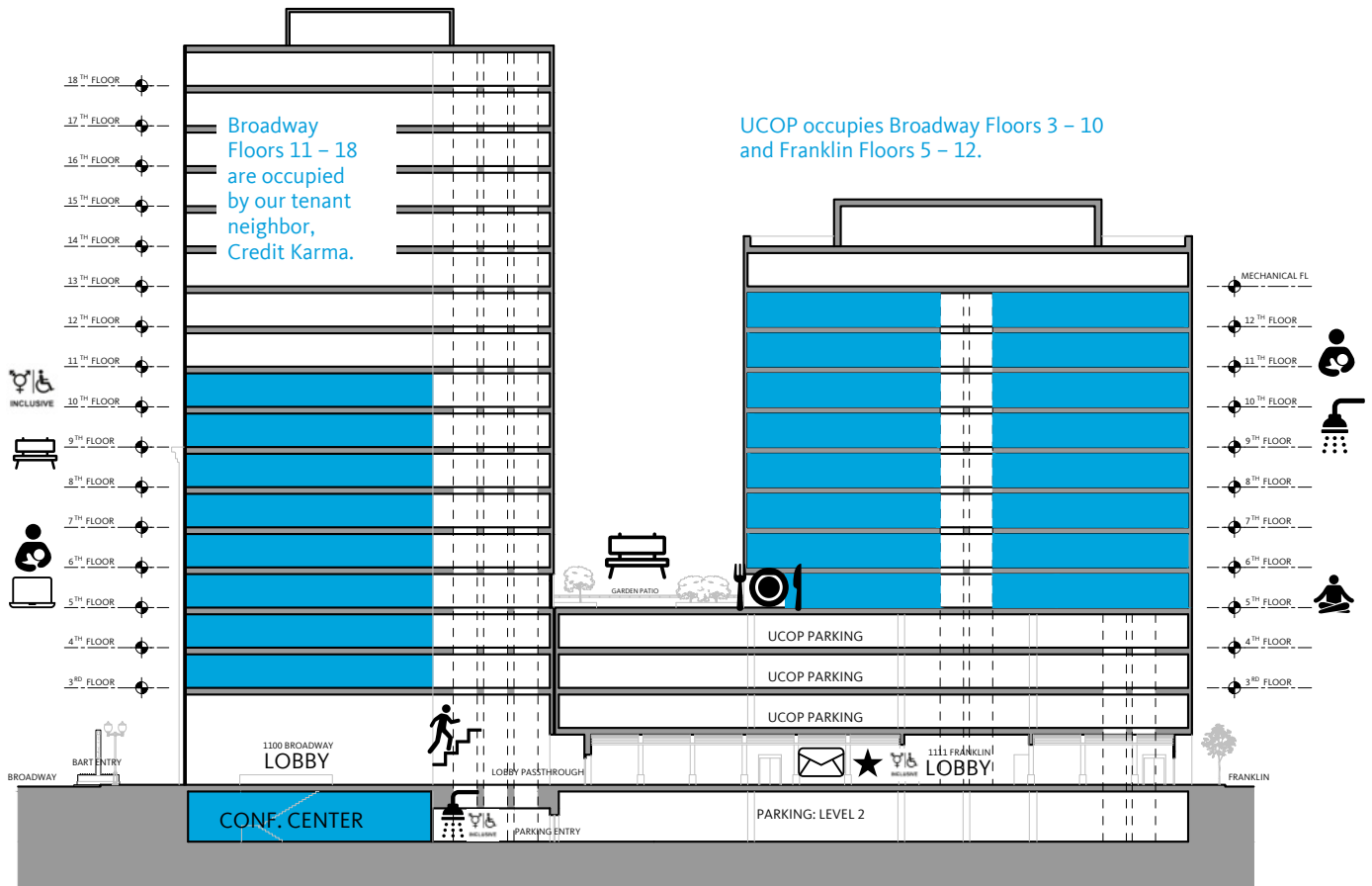
BREAKROOM AND MARKET
Franklin 5th Floor, accessible via the Garden Patio
Expanded seating, refrigerators to store lunches, ice machine, filtered water and prepared food at self-service pay stations

BROADWAY STAIRWELL
Broadway Building
Large windows, natural light, A/C and views for circulating between UCOP floors

GENDER INCLUSIVE RESTROOMS
Franklin Lobby, Broadway 10th Floor, Broadway Conference Center

ITCS DESK SIDE SUPPORT
Broadway 5th Floor

LACTATION ROOMS
Franklin 11th Floor, Broadway 6th Floor
Email building.services@ucop.edu for access

OUTDOOR AREAS
5th Floor Garden Patio
9th Floor Broadway Roof Deck
Plants, tables and seating areas

QUIET REFLECTION ROOM
Franklin 5th Floor, Room 5110
Quiet space for personal contemplation

UCOP SECURITY DESK
Franklin Lobby

SHOWERS / LOCKER ROOMS
Franklin 9th Floor, Broadway Basement

WORK MANAGEMENT CENTER / MAILROOM
Franklin Lobby

DEPARTMENT LOCATIONS (AS OF FEB. 1, 2022)

1100 Broadway

10th Floor
AA: California Digital Library

9th Floor
UCI: UC Investments I/O

8th Floor
UCO: UCOP Operations I/O, BRC, BFD, UCOP HR

7th Floor
AA: UC Press
Continuing Education of the Bar
UCO: CIO I/O, TDS, IT Security & Policy

6th Floor
UCO: ITS I/O, TDS

5th Floor
UCO: BASC, ITCS, TDS

4th Floor
UCO: Systemwide HR

3rd Floor
UCO: RASC

1111 Franklin

12th Floor
President's Executive Office
Secretary of the Regents
Academic Senate
Title IX
AA: Provost I/O
CFO: CFO I/O
ER&C: ER&C I/O, Media Relations, Executive Comms
UCH: UCH I/O
UCO: COO I/O, SPMO

11th Floor
AA: Research & Innovation, IRAP
ANR: Agriculture & Natural Resources

10th Floor
AA: Academic Personnel & Programs, GUEA

9th Floor
Faculty & Staff Assistance Program
UCH: UC Health

8th Floor
UCL: UC Legal

7th Floor
CFO: BAP, BPA, Financial Acctg, Capital Programs, Capital Markets Finance, OLP, Energy & Sustainability, Capital Asset Strategies

6th Floor
CFO: Risk Services, Procurement
ER&C: Marketing Comms, Institutional Advancement, Legislative Analysis, Govt Relations, Internal Comms
UCO: TDS, Enterprise Operations Center

5th Floor
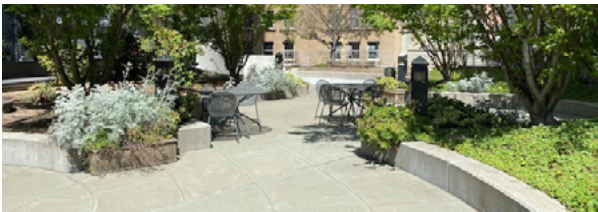**ECAS:** Ethics, Compliance & Audit Services
UCNL: UC National Laboratories

Lobby
**UCO:** Work Management Center, Mail Services

COLLABORATION SPACES

The Franklin-Broadway Campus provides new spaces for collaborating with colleagues during regular business hours.


5TH FLOOR GARDEN PATIO
This outdoor breezeway connects the Franklin and Broadway buildings and includes seating areas for small gatherings and individual use. It is accessible from the 5th floor of both buildings and shared with Broadway tenant Credit Karma. A UCOP badge is required to enter either building from the patio.
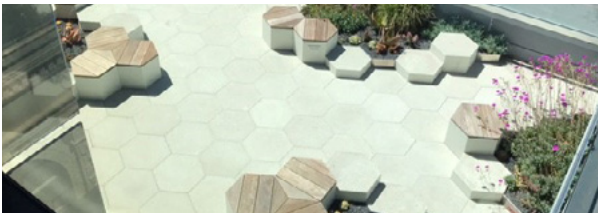

9TH FLOOR BROADWAY ROOF DECK
On top of the historic Key Building is a new outdoor rooftop deck that offers two areas of seating and Bay views. Your badge provides access to the Broadway 9th floor where the roof deck is accessible through the workspace of the Office of the Chief Investment Officer. It is available only to UCOP staff during regular business hours. Staff must check in with the 9th floor receptionist before accessing the roof deck.
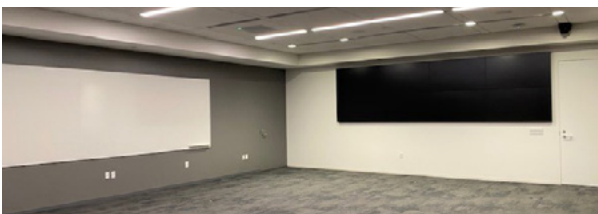
UCOP CONFERENCE CENTER
Located in the basement of the Broadway building are three 900-sq.ft. meeting rooms with moveable walls that open to combined space. The Conference Center offers multiple seating options, enhanced technology, a warming kitchen for catering and a lobby for greeting guests. Reservations are available through the Event Management System (EMS).
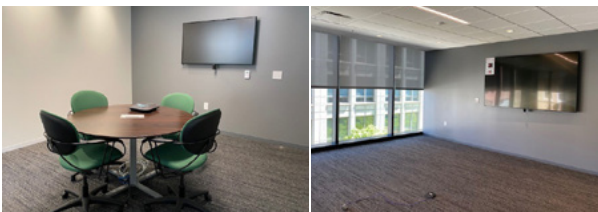
CONFERENCE ROOMS
Reservable small, medium and large conference rooms are available throughout the Franklin and Broadway buildings. Rooms include conference tables, chairs and enhanced technology. Room details and reservations are available through the EMS.

ADDITIONAL NEW FEATURES

DIGITAL INFORMATION DISPLAYS
Located in the lobby and elevator banks, digital displays provide current information to employees and visitors.

EXPANDED KITCHENS AND FRANKLIN BREAKROOM
Kitchens on all floors offer expanded seating to connect with colleagues outside of your workspace.

The Franklin 5th Floor Breakroom has doubled in size, with dining tables and the new Franklin Market, and is accessible from the 5th Floor Garden Patio.
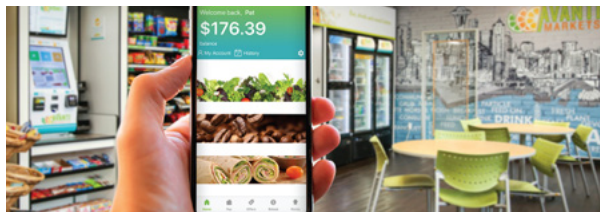

FOCUS ROOMS AND HUDDLE ROOMS
Focus Rooms and Huddle Rooms are located on most floors and do not require reservations. Focus Rooms include a small desk and chair, power outlets and Wi-Fi access, and are ideal for a quiet focus space or for a brief conversation with a colleague.

Huddle Rooms include a table, chairs and the latest technology to host small meetings or adhoc gatherings.

FRANKLIN MARKET

The new Franklin Market is located with the Franklin 5th Floor Breakroom, and hosted by Avanti Micro Markets. You'll find a variety of options including fresh fruits and vegetables, sandwiches, salads, chips and beverages.

Scan to pay

Tap to pay

Swipe/Insert to pay

Scan Mobile App or Market Card
Present the bar code to the scanner.

Use Mobile Pay, Debit or Credit Card
Tap to pay at the credit card reader.

Use a Debit or Credit Card
Magnetic strip and chip cards accepted.

PAY WITH THE AVANTI MARKETS APP
Download the Avanti Markets smartphone app and create a market member account to get started. On the app, you can see current offers, reload your account balance, set up auto-reload, and pay by barcode from your phone.

OTHER PAYMENT OPTIONS
You can pay by barcode from your phone or with a market card, debit card or credit card. There are swiping/inserting options as well as a tap-to-pay option.

Contact the Work Management Center with questions: building.services@ucop.edu; 510.987.0600

UCOP Badge Access

Visitor Registration

Work Management Center

Mail Services

Conference Rooms/UCOP Conference Center

Emergency and Evacuation Procedures

Safety and Security

Custodial Services

UCOP BADGE ACCESS

Collect your new badge at the Work Management Center in the Franklin Lobby.

Badge access issues? Email the Work Management Center at building.services@ucop.edu. Report lost badges for replacement.

- **You are required to keep your badge on you at all times.**
- **Always scan your badge when entering or exiting, and do not allow tailgaters.**
- **Only one person should enter or exit per scan.**

BUILDING ACCESS
- Franklin building doors are open Mon. – Fri., 6 a.m. – 7 p.m., and Broadway building doors are open Mon. – Fri., 8 a.m. – 5 p.m. Your badge is required to enter buildings outside of regular hours.
- If you do not have after-hours access, and need to enter during off hours, please check in with UCOP Security in the Franklin Lobby.
- Connecting doors between buildings remain open at all times.

ELEVATOR ACCESS
- Your badge is required to enter all UCOP elevator lobbies.
- Your badge will access Franklin floors 5 – 12 and Broadway floors 3 – 10, plus the Conference Center in the Broadway basement.
- Your badge will not access non-UCOP elevators in the Broadway building, nor will the other Broadway tenants have access to UCOP elevators.

STAIRWELL ACCESS
- ENTER: Your badge is not required to enter stairwells in Franklin or Broadway buildings.
- EXIT: Your badge is not required to exit Franklin stairwells.
- EXIT: Your badge is required to exit Broadway stairwells onto UCOP floors. If you forget your badge, you must walk down to street level to exit.
- Franklin stairwells are accessible only to UCOP employees. Broadway stairwells are accessible to both UCOP employees and neighboring tenants.

5TH FLOOR GARDEN PATIO ACCESS
- ENTER: Your badge is not required to enter the patio from either building.
- EXIT: Your badge is required to exit the patio into either building. If you forget your badge, use the intercom at the Franklin building entrance to contact the UCOP Security Desk for assistance.
- EXIT: No badge is required on emergency exit stairs to ground level—for emergency use only.
- The other Broadway tenant has access to the patio through a separate secured doorway.

9TH FLOOR BROADWAY ROOF DECK ACCESS
- Your badge provides access to the Broadway 9th floor where the roof deck is accessible through the workspace of the Office of the Chief Investment Officer.
- Only UCOP employees have access to the roof deck.
- Staff must check in with the 9th floor receptionist before using the roof deck.

VISITOR REGISTRATION

Symmetry is the new visitor registration system, replacing iVisitor.

- Register visitors to the Franklin-Broadway Campus through Symmetry.

- Direct all visitors to check in at the UCOP Security Desk in the Franklin Lobby.

- Set up Symmetry to notify hosts upon visitors' arrival and departure.

OBTAINING ACCESS TO SYMMETRY

- All UCOP employees can request access to Symmetry.

- See the Visitor Management System page on the BASC website for more information.

USING SYMMETRY

1. Log in to Symmetry at: 1100broadway.symmetry.net.

2. The homepage lists your scheduled, current and past visitors.

3. To register a visitor, click the New Visit link in the upper left corner of the screen.

   You can also auto-add all participants of an Outlook meeting by including Symmetry as an additional participant. See the Visitor Management System page on the BASC website for more information.

4. Complete the visitor information, including company and email, if your visitor has never been registered before. Here you can opt to send an email confirmation to your visitor and/or to receive an email notification when your visitor arrives.

5. Click Save to schedule the visitor or click More in Group to add additional visitors in the same group.

VISITOR ARRIVAL

- All visitors should check in at the UCOP Security Desk in the Franklin Lobby, including those visiting the Broadway building. Visitors must show a photo ID to receive their visitor badge with a QR Code printed on the badge.

- Visitors to Franklin: Gain access to Franklin elevators by displaying their badge to the UCOP Security Guard. Franklin visitors will then have access to all floors.

- Visitors to Broadway: Gain access to Broadway elevators by scanning their badge QR Code at the turnstiles. Broadway visitors are restricted to floors designated by their host.

- Visitor entry is limited to the specified time period allotted by their host.

- Visitor access is limited to the designated building(s) specified by their host. Visitors should not use the 5th floor patio to enter a building not designated for access by their host.

SYMMETRY HELP

More information on accessing and using Symmetry can be found on the Visitor Management System page on the BASC website.

The URL for the Visitor Management System page is: ucop.edu/building-administrative-services/systems/visitor.html

WORK MANAGEMENT CENTER

The Work Management Center manages and facilitates daily operational needs for UCOP staff located on the Franklin-Broadway Campus.

CONTACT
Phone: 510.987.0600
Email: building.services@ucop.edu

LOCATION
Co-located with the Mailroom in the Franklin Lobby, near the UCOP Security Desk

HOURS
Monday – Friday
8:00 a.m. – 5:00 p.m.

SERVICES

- Primary point of contact for all Building & Administrative Service Center (BASC) teams
- Building maintenance assistance*
- Building custodian assistance*
- Visitor management assistance via the Symmetry system

- UCOP employee security badges and building access*
- Parking garage access and coordination with the pre-tax commuter benefits program
- Keys for offices, shared spaces and furniture*

Submit work requests through your department iRequest administrator

SERVICE REQUESTS WITH IREQUEST

iRequest is an online work management system that enables the BASC team to receive service requests from employees and dispatch BASC staff or contractors to make repairs or provide service. iRequest users can request services online for:

- Card keys and physical keys
- Card key access rights
- Access to bicycle parking
- Employee parking
- Office moves
- Building engineering requests (HVAC, etc.)
- Office space assignments
- Ergonomics evaluation
- Pick up or drop off for secure off-site document shredding (Iron Mountain)
- Temporary on-site storage for files and other materials

Check with your supervisor to identify your department iRequest administrator or contact building.services@ucop.edu for assistance. Access iRequest at landport.net/r/sva/login.lpa.

MAIL SERVICES

Mail Services supports all UCOP departments on the Franklin-Broadway Campus.

CONTACT
Phone: 510.987.0326
Email: mailroom@ucop.edu

LOCATION
Mailroom is located in the Franklin Lobby (F-121.3), near the UCOP Security Desk

HOURS
Monday – Friday
8:00 a.m. – 5:00 p.m.

SERVICES
Mail Services provides incoming and outgoing USPS mail services, central receiving and distribution for express mail services from FedEx, UPS, DHL, and U.S. Postal Express addressed to UCOP at 1111 Franklin St., Oakland, CA 94607

DAILY MAIL SCHEDULE
Outgoing mail must be received in the Mailroom before 4:30 p.m. daily or deposited at one of the pick-up and drop-off locations located on office floors by 12:00 p.m. daily.

Franklin and Broadway pick-up/drop-off locations are available in the copy rooms.

Address guidelines:

UCOP mailing address for all departments on the Franklin-Broadway Campus:
1111 Franklin St., Oakland, CA 94607

ADDRESS CHANGES
Departments that have moved to the Franklin-Broadway Campus from other locations are required to update their mailing address for USPS, FedEx, UPS, magazines, subscriptions, etc.

- Department name should appear on the first line as this is the primary sorting information.
- DO NOT include floor number or use the 1100 Broadway address – all mail arrives to the mailroom for sorting by department name.
- If preferred, you may include a person's name or team name on an attention line, but this is not required.

Department Name
University of California, Office of the President
1111 Franklin St.
Oakland, CA 94607
(optional) Attention: Name or Team

CONFERENCE ROOMS / UCOP CONFERENCE CENTER

Conference rooms are available on every floor in the Franklin and Broadway buildings, in multiple sizes to meet individual meeting needs, including small (6-8), medium (8-12) and large (12-30) conference rooms. Each conference room includes furnishings to support the occupancy size and AV technology to support in-person as well as hybrid meetings.

The UCOP Conference Center in the Broadway basement offers three 900-sq.ft. meeting rooms with moveable walls that open to combine space. The Conference Center offers multiple seating options, enhanced technology, a warming kitchen for catering, and a lobby for greeting guests.

Reservations for all conference rooms and the UCOP Conference Center are made through the Event Management System (EMS).

RESERVATIONS

Visit rooms.ucop.edu to learn how to access EMS. EMS integrates with Microsoft Outlook via a plug-in module and also offers a stand-alone web application. This system supports multi-room reservations, orders for meeting room equipment, advanced room search functionality, and much more.

CONFERENCE ROOM DIGITAL DISPLAYS

Conference rooms are equipped with exterior digital displays that list EMS reservations and facilitate effective room use policies. If someone reserves the room and does not check in within 15 minutes, the room reopens for reservation.

EMS HELP

Email conferenceservices@ucop.edu for general EMS or conference room questions, or submit a ticket at ucop.service-now.com for EMS technical issues.

CONFERENCE ROOM TECHNOLOGY

Instructions on how to use the AV technology are posted in each conference room. Most rooms have similar instructions, however, larger rooms with built-in microphones and speakers will have additional instructions.

Tech Support: Contact IT Client Services at 510.987.0457 or servicedesk@ucop.edu.

EMERGENCY AND EVACUATION PROCEDURES

IN CASE OF EMERGENCY

DIAL 9-1-1 for emergency calls from any UCOP-provided phone.
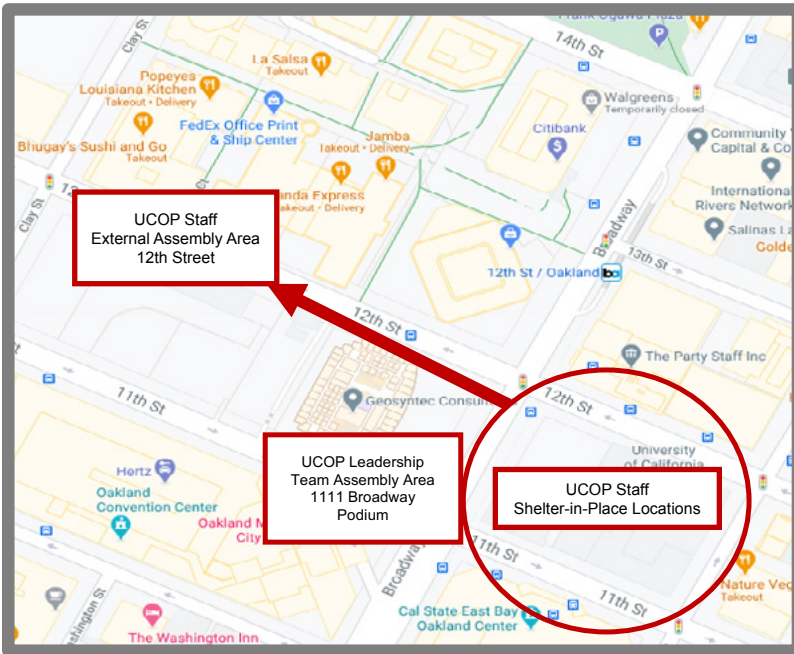
EMERGENCY ASSEMBLY AREAS

In an emergency, UCOP staff will be directed to report to their emergency assembly areas as directed by safety coordinators and designated assistants. Consult the BASC website for more information on your specific emergency assembly area. The UCOP Leadership Team (division heads, chiefs of staff and above) should assemble at the 1111 Broadway podium level.

EMPLOYEE SAFETY COORDINATORS

A minimum of three employee safety coordinators are designated per floor to liaison between building occupants and safety personnel during an emergency and to assist with regular safety trainings. Coordinators attend required safety training twice a year to prepare for emergency and non-emergency duties. Visit the Policies & Procedures section of the BASC website for more information.

EVACUATION PROCEDURES

In the event of an evacuation, all employees should remain calm and look for direction from Safety Coordinators and public address systems. Safety Coordinators and designated assistants (elevator lobby monitors, stairwell monitors, searchers, and assistants for those with disabilities) will provide guidance and assist with evacuation. Evacuate through building stairwells and gather at the emergency assembly area. Stand by for further instructions. Disabled staff should wait in areas of refuge on each floor located by the emergency exit stairways and report their location via the refuge area intercom while waiting for assistance. The location and condition of any individuals who could not be evacuated should be reported to Safety Coordinators, UCOP Security or the Fire Department.

SAFETY & SECURITY

SECURITY CONCERNS

If you have a security question or need to report a security issue, call the UCOP Security Desk in the Franklin Lobby at 510.987.9790.

SECURITY PATROL

UCOP security officers patrol the Franklin-Broadway Campus 24/7.

- Franklin Building: UCOP security officers patrol all floors as well as the Franklin Garage during and after regular business hours.

- Broadway Building: UCOP security officers patrol UCOP floors and the UCOP Conference Center throughout the day. The 1100 Broadway Building lobby, garage and the exterior of the building are patrolled by 1100 Broadway building Security staff throughout the day.

UCOP ALERT

This emergency notification system provides employees informational and emergency alerts during critical situations via phone, text or email outside of regular business hours. Visit the UCOP Staff Emergency Procedures section of the BASC website for more information.

SECURITY CAMERAS

Security cameras are present at exterior, parking and common circulation areas in both buildings and are monitored for employee safety.

SECURITY AMBASSADORS

Block-By-Block Security Ambassadors wearing distinctive yellow vests are present in downtown Oakland business districts for additional security. Visit the UCOP Staff Emergency Procedures section of the BASC website for more information.

SECURITY ESCORT

UCOP Security escorts are available to employees and visitors between 6:30 a.m. and 11:00 p.m. between the Franklin-Broadway Campus and nearby employee parking and transit locations. To arrange a security escort, call UCOP Security at 510.987.9790 at least 30 minutes in advance.

SAFETY TRAINING

All staff receive on-site safety training upon move-in to Franklin and Broadway buildings, at new employee orientations and at supplemental training events held quarterly.

SAFETY EQUIPMENT

Each floor is equipped with AEDs, fire extinguishers, first aid cabinets, and red emergency phones. Oxygen is located on all even numbered office floors in both buildings and in the Franklin Lobby and Broadway Conference Center. All restrooms are equipped with panic buttons. Every workspace is provided a personal emergency kit.

More Information: Further information on safety and security at UCOP can be found online at
ucop.edu/building-administrative-services/policies-procedures/safety-security-building-access/index.html

CUSTODIAL SERVICES

As part of the Franklin-Broadway Waste Reduction Program, all kitchens, conference rooms, copy rooms, restrooms, offices and workstations on campus have some combination of bins for recycling, composting and trash. Guidelines for usage are below.

TRASH/LANDFILL
Waste bins are reserved for trash such as non-recyclable plastic food wrappers or films; foil- or plastic-lined paper drink or soup boxes; plastic items with metal, fabric or rubber parts; and biodegradable plastics.

RECYCLING
Blue bins are designated for recycling, including paper items, bottles and cans, and recyclable plastic. Food-soiled paper items should not be placed in recycling. Bottles, cans and plastic should be rinsed out if possible before disposing.

COMPOSTING
Composting returns nutrients back to the soil and keeps these products out of landfills. All food scraps, food-soiled paper products, and compostable cutlery can be placed in these green bins. No plastic, Styrofoam, glass, metals or liquids allowed.

CUSTODIAL SERVICES
UC Berkeley provides custodial services to the Franklin-Broadway Campus. Issues and requests can be reported in iRequest or by email at building.services@ucop.edu

CUSTODIAL DAILY SERVICES
Empty wastebaskets; clean tables and desktops; vacuum carpeted areas; and spot-clean carpet and upholstered furniture.

CUSTODIAL WEEKLY SERVICES
Dust and clean all low areas; spot-clean fingerprints, white boards, and built-in shelving; wet mop hard floor surfaces; and perform a weekly walkthrough inspection.

More information on waste reduction efforts can be found on the UCOP website at ucop.edu/building-administrative-services/services/sustainability-at-ucop/ucop-building-waste-reduction-program.html
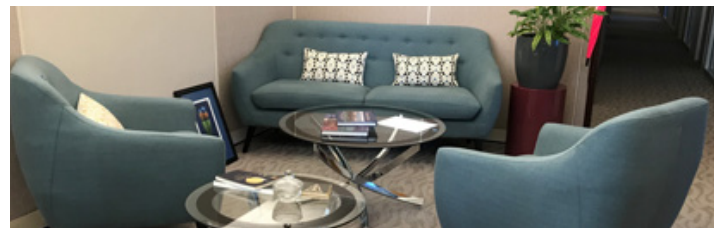
Open Environment Elements

Individual Workspace Setup

Sit-Stand Desks

Ergonomic Setup

Wireless Access

Cisco Jabber Softphone

Print / Copy / Scan / Fax

Records Management

OPEN ENVIRONMENT ELEMENTS

Each floor throughout the Franklin-Broadway Campus is unique yet contains many similar elements, including furnishings, meetings spaces, Focus Rooms and open environment layouts. Explore your designated floor and discover new spaces. Most floors contain the following elements:

- Offices and workstations with new and modern furnishings
- Natural sunlight through windows and glass office fronts
- Common area filing cabinets
- Open collaboration and seating areas

- Energy-efficient lighting
- Expanded kitchens with dine-in seating
- Standardized copy and supply rooms
- Conference rooms of various sizes with AV capabilities
- Focus and Huddle Rooms

Adapting to an open environment

Our new open environment campus offers opportunities for greater collaboration, increased connections with colleagues, improved well-being and outdoor spaces. As you adapt to your new workspace, think of new, creative ways of working. Below are some shared solutions to common concerns. Talk with your team and supervisors for ideas that will work best for you.

WORKSPACE NOISE

- Open workspaces naturally increase awareness of others and encourage lowered voices
- Active noise cancelling systems and sound absorbing materials have been installed throughout
- Use a Focus Room when you need quiet personal space throughout the day
- Talk with your team and neighbors about behaviors and expectations for being a good neighbor
- Consider your needs for noise-cancelling headphones, and discuss with your supervisor

PRIVACY OR CONFIDENTIALITY?

- Floors are laid out in "neighborhoods" to restrict traffic for privacy and to limit noise. Discuss locations with your supervisor
- Drop into a Focus Room for private conversations and phone calls
- Use privacy filters on your monitors
- Discuss matters in non-confidential ways

DISTRACTIONS OR DIVERSIONS?

- Drop into a Focus Room for quiet space to work or meet with a colleague
- Gather your team of 3 to 5 in a Huddle Room to collaborate and brainstorm
- Change scenery and head outdoors to the 5th Floor Garden Patio or the 9th Floor Broadway Roof Deck

INDIVIDUAL WORKSPACE SETUP

New furnishings and workspace layouts provide a fresh, modern working environment that aligns with UC ergonomic standards. The sit-stand desks, dual-monitor arms and desk chairs are adjustable. Below are the furnishings you will find standard in your workstation or office.

WORKSTATION SETUP
Electrically adjustable 72" x 30" sit-stand desk, 48" height partitions with full seated visual privacy, ergonomic task chair, adjustable dual-monitors, lateral filing unit, and a locking storage unit for jackets and personal items.

OFFICE SETUP
Electrically adjustable 72" x 30" sit-stand desk, ergonomic task chair, adjustable dual-monitors, storage unit and filing drawers, 36" round collaboration table with seating, and marker board. Leader offices include a 60" x 30" collaboration table with two guest chairs and a wall monitor.

ADDITIONAL ITEMS
Contact your department representative to order additional items from an approved workspace accessories list.

WORKSPACE GUIDELINES
Abide by building safety and fire codes and refrain from using these items in offices and workstations:

- Mini refrigerators
- Personal heaters
- Kettles
- Coffee makers
- Other electrical appliances (other than fans)

HOTELING WORKSPACES
Employees with unassigned workspaces can reserve hoteling workspaces equipped for day-use. Contact building.services @ucop.edu for instructions on reservations.

MOTION SENSOR OUTLETS
In most Broadway building workspaces, power lighting is controlled by motion sensors. Computers and devices requiring constant power should not be plugged into these designated outlets. Motion-sensor controlled outlets are marked as follows:

OFFICES
White outlets with "Controlled" vertically displayed

WORKSTATIONS
Gray outlets with four black dots displayed

SIT-STAND DESKS

New 72" x 30" sit-stand desks are standard features in every workstation and office. These desks are adjustable between 24.5" and 50" in height from the floor. Your desk can be automatically adjusted to fit your personal needs, and programmed for up to four positions.

TIPS FOR USING YOUR SIT-STAND DESK

1. Adjust your standing desk height to your approximate standing elbow height.
2. Use a supportive, adjustable ergonomic chair.
3. Make sure the keyboard/mouse height and monitor height are all ideal in both sitting and standing postures.
4. Wear supportive shoes with little or no heel.
5. Alternate postures regularly; listen to your body – when you are tired, change positions.
6. Pay attention to how your body is responding and make sure you ask for help if you need it.


Arm's length

Elbow height
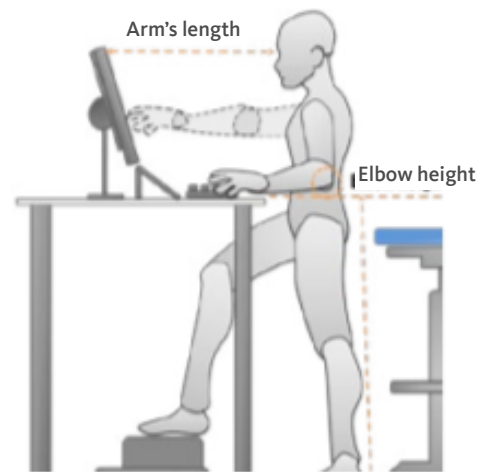
Adjusting the height of your sit-stand desk

PROGRAMMING MEMORY PRESETS

1. Press the up or down arrow to set the work surface to the desired height.
2. Press the 'M' button followed by 1, 2, 3 or 4 to program the desk position. The desk will automatically reset to the programmed height when a preset button is pressed.

RESETTING THE BASE

1. Press and hold the down arrow to lower the desk to its lowest height.
2. Continue to press the down arrow for 5 seconds until the digital display shows "RST."
3. Release and then press the down arrow again, to begin the recalibration process. When the reset is complete, the digital display will show "24.5."
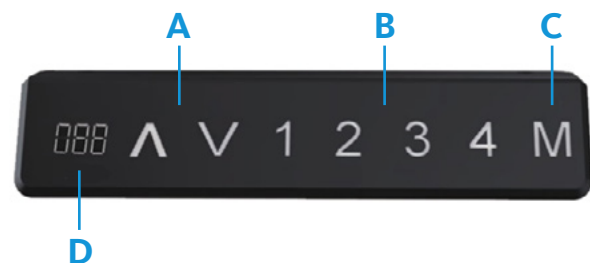
A. Height adjustment buttons
B. Preset memory position buttons 1-4
C. Memory seating button
D. Digital display

Additional resources are available at:
ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics

ERGONOMIC SETUP

Moving in to your new workstation or office warrants new attention to your ergonomic setup to support your comfort and wellness. Two options are available for UCOP staff: an online ergonomic self-assessment training and an on-site evaluation.

ONLINE ERGONOMIC SELF-ASSESSMENT TRAINING

UCOP offers an interactive, ergonomics online training and self-assessment for offices and workstations. This training identifies risks, automates injury prevention activities, and focuses on discomfort, postures and behaviors.

All staff are encouraged to complete the online ergonomic training and self-assessment to identify risks and prevent injuries.
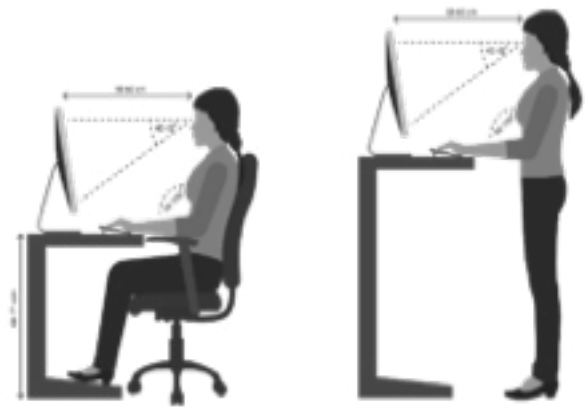
ACCESS TRAINING - BE SMART ABOUT ERGONOMICS

1. Log in to: ucop.edu/ucoplearningcenter.

2. In the top left corner, enter "ergonomics" into the search field.

3. Select "Be Smart About Ergonomics."

4. Following the training, you will be directed to an online Ergonomics Self-Assessment.

Although UCOP provides ergonomic furniture and accessories, there is no replacement for stretching, moving and resting your eyes. Humans are not designed to sit and stare at a computer all day. Take breaks away from your screen and stance to move your body throughout the day as needed.

WORKING FROM HOME?

Follow the steps above to access a "Healthy Working @ Home" ergonomics online course that provides best practice recommendations via a virtual risk assessment to ensure that your home workspace is set up properly.

Additional ergonomic resources are available at ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics. For ergonomic questions or to schedule an in-person evaluation, contact ergonomics@ucop.edu.

WIRELESS ACCESS

The wireless network has been upgraded to provide expanded coverage and improved connection speeds. Access to the network has not changed. Below are three wireless networks available on the Franklin-Broadway Campus for UCOP staff and visitors.

OPnet

INTENDED USERS
UCOP staff

SECURE NETWORK
Yes

LOGIN INSTRUCTIONS
1. Go to your wireless connections menu and select OPnet.
2. Enter your UCOP username (example: jsmith) and password.
3. If prompted, accept and trust the certificate.

eduroam

INTENDED USERS
UC and UCOP staff from other locations

SECURE NETWORK
Yes

LOGIN INSTRUCTIONS
1. Go to your wireless connections menu and select eduroam.
2. Enter your UCOP or affiliated email address (example: john.smith@ucop.edu) and password.
3. If prompted, accept and trust the certificate.

UCOP

INTENDED USERS
Visitors

SECURE NETWORK
No

LOGIN INSTRUCTIONS
1. Go to your wireless connections menu and select UCOP.
2. Enter "ucop guest" for username.
3. Enter "welcome" for password.

Enable Wi-Fi calling through the "Settings" application on your smartphone to ensure clear reception using Wi-Fi rather than the external cellular network for any incoming or outgoing calls, wherever you are on the Franklin-Broadway Campus.

For additional details on wireless access, visit the Wireless Network Access Page under the "Services" tab at www.ucop.edu/information-technology-services/services/.

For assistance or trouble-shooting, contact the IT Client Services Desk at 510.987.0457 or servicedesk@ucop.edu.

ITCS Desk Side support is located on the 5th Floor of the Broadway Building (5652).

CISCO JABBER SOFTPHONE

UCOP uses Cisco Jabber Softphones to deliver the functionality of physical business phone systems through your computer. Enhanced features include screen sharing, UCOP directory access and video calling, all at a reduced cost.

Jabber is automatically installed on all UCOP computers so you have the functionality of this phone system from your laptop or desktop.

- Jabber is the standard phone setup for all workstations and shared offices.
- Staff phone numbers do not change at move-in or when changing from a desk phone to Jabber.
- Headsets are provided by IT Client Services for use with Jabber, and you can use Jabber with your computer's built in microphone and speaker.
- In addition to Jabber, employees in enclosed single-occupied offices or with ACD Agent positions are eligible for desk phones if desired.

ACTIVATE JABBER

1. Open the Cisco Jabber application and enter your UCOP username (example: jsmith) and password.

2. Click settings to select the microphone/speakers/headset to use with Cisco Jabber.

3. Make and receive calls on your UCOP phone line through the Jabber app.

ADDITIONAL JABBER FEATURES

- Use the search bar to quickly call anyone in your directory.
- Add colleagues and others to your contact list.
- Forward important calls to another phone number or voicemail.
- Forward voice messages to other colleagues in UCOP along with a recorded message.

For additional details, visit the Softphones, Desk Phones, Voicemail, and Headsets Page under the Services tab at www.ucop.edu/information-technology-services/services/

For assistance or trouble-shooting, contact the IT Client Services Desk at 510.987.0457 or servicedesk@ucop.edu

PRINT / COPY / SCAN / FAX

Each copy room on the Franklin-Broadway Campus will have at least one multi-function device with the capability to print, scan and copy. Fax services are available on each floor.

IT Client Services (ITCS) oversees the purchase, deployment and maintenance of all printers. To ensure resources are best utilized, UCOP policy is for all staff to use shared multi-function devices. Desktop printers will not be distributed. Contact ITCS with questions.

ITCS will provide instructions at move-in for adding nearby printers to your computer and setting your default printer.

Confidential Printing Option to send confidential items to any Xerox device for printing:

FROM YOUR DOCUMENT

1. Select **print**. In the print window, click the **Properties** button at the top right.

2. Under job type use arrow to select **secure print**.

3. Select and enter a four-digit passcode. Re-enter your passcode and click **OK**.

4. Press **OK** to close the Properties window. Press **OK** to close the Print window.

5. Go to selected printer and follow the instructions by **Model**.

FROM THE PRINTER (MODEL 7845)

1. Press **Job Status** button.

2. On the screen, select **Secure Print Jobs**.

3. From the **Owner** field, select your **Network ID username**.

4. Enter your passcode and press **Enter**.

5. Select your document, then select **Release**.

6. Document will print.

For other printer models, visit the Printing Services webpage at www.ucop.edu/local-it-client-services/it-service-desk/printing-services.html

COPIES

Enter your username and four-digit copy code to make copies (ex. jsmith followed by 7788). If you do not know your department copy code, contact the IT Service Desk.

FAX

There is typically one multi-function device per copy room that is connected to a fax line. A sign above the machine contains the fax number. No password is required for faxes.

For assistance, trouble-shooting, supplies or paper, contact IT Client Services at 510.987.0457 or servicedesk@ucop.edu

RECORDS MANAGEMENT

Properly managing UC records, both paper and electronic, is a key responsibility for all UCOP employees. Use the following tips to help you manage your records, particularly as you move back to the Franklin-Broadway Campus.

TIPS FOR UCOP RECORDS MANAGEMENT

Don't leave UC records at home when you return to work on-site
Safeguard UC records. Return hard copy and digital records to official recordkeeping systems. Keep personal papers at home.

Don't just throw away your records when you unpack your workspace
Employees are responsible for complying with the UC records retention schedule (Go to recordsretention.ucop.edu). Look up the retention period for each record. Either store in the appropriate UCOP system or properly dispose of the records in accordance with university policy.

Inventory your records
List your records, where they are stored, and how long you are required to retain them. Review and re-evaluate periodically to see who needs access and identify records that are inactive.

Properly dispose of some inactive records
When the retention period for inactive records has lapsed, properly dispose of them. Do not purge records that are the subject of a litigation hold or other records freeze, such as pursuant to the California Public Records Act, an investigation, an ongoing audit, or other legal process. Purge electronic records; recycle paper records that do not have to be shredded; and securely shred and destroy records containing personally identifiable, protected health, proprietary, confidential, or sensitive information.

Transfer other inactive records to storage
When the retention period for inactive records has not lapsed, transfer the records out of active file storage areas. If the records have a finite retention period, contact Records Management at records@ucop.edu to transfer paper records to Iron Mountain facilities, and label electronic records with their retention period so they can be scheduled for deletion when appropriate. If the records have a permanent retention period, consult with Records Management for appropriate transfer procedures.

Follow UC records management guidelines when working off-site
You are responsible for protecting confidential records from being exposed when off-site. Avoid saving confidential items to personal devices. Be cognizant of the location of your printed materials as well as what is seen on your monitor. Save and store files in an approved shared-storage location, and provide access permission to other authorized personnel as appropriate. Find more information on the UC records management guidelines at cio.ucop.edu/working-remotely-up-your-digital-records-management-game

If you have questions, please contact Records Management at records@ucop.edu

APPENDIX: RESOURCE LIST

SECURITY AND EMERGENCIES	EMAIL/WEB	PHONE
EMERGENCIES		**Dial 9-1-1**
UCOP Security Desk		510.987.9790
Request Security Escort		510.987.9790
Staff Emergency Procedures	ucop.edu/building-administrative-services/index.html	
Report Non-urgent Incident	building.services@ucop.edu	510.987.0600
Badge Access	building.services@ucop.edu	510.987.0600
Register Visitor in Symmetry	1100broadway.symmetry.net	
Visitor Check-In Questions		510.987.9790

BUILDING AND WORKSPACE NEEDS		
General Inquiries (maintenance, custodial, keys, storage, furniture)	building.services@ucop.edu	510.987.0600
Mail Services	mailroom@ucop.edu	510.987.0326
Parking and Commuter Inquiries	commuterserviceshelp@ucop.edu	
Bike Registration	ucop.edu/building-administrative-services/index.html	
Franklin Market Questions	building.services@ucop.edu	510.987.0600

IT CLIENT SERVICES		
IT Trouble-shooting	servicedesk@ucop.edu	510.987.0457
IT Service Hub: Service-Now	ucop.service-now.com	
Printer Set-up and Support (including supplies and paper)	servicedesk@ucop.edu	510.987.0457
Wireless Access	ucop.edu/information-technology-services/index.html	510.987.0457
Cisco Jabber	ucop.edu/information-technology-services/index.html	510.987.0457

CONFERENCE SPACE		
Reserve Conference Space in EMS	rooms.ucop.edu	
General EMS or Conference Room Questions	conferenceservices@ucop.edu	
EMS Technical Issues	ucop.service-now.com	
Conference Room Technology Issues	servicedesk@ucop.edu	510.987.0457

ERGONOMICS		
General Ergonomic Questions	ergonomics@ucop.edu	
Ergonomic Resources	ucop.edu/safety-and-loss-prevention/index.html	
Schedule In-person Evaluation	ergonomics@ucop.edu	

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