From: Gubin, Michelle  
Sent: Friday, June 19, 2015 11:11 AM  
Subject: Facilities Operations Update - June 14th to June 20th, 2015

FACILITIES OPERATIONS UPDATE  
(Week of June 14th to June 20th, 2015)

(Important WUSM coordinative communication. Please share by email.)

To: Key Stakeholders  
CC: Facilities Management

This week’s topics include:

- Mail & Receiving Services (updated information in red)  
- Duncan Avenue Entrance to SLCH Garage To Open June 22nd & Newstead Entrance to Close  
- Stairwell Glass Repair in Cancer Research

Mail & Receiving Services (updated information in red)

From: Mail & Receiving Services

The tunnel, which will connect the new EHS/Central Services Building and the new 4515 McKinley Research Building, is expected to open on Friday, July 17th. See attached for a map.

The card access issue in the building is resolved and should be functional. Please report any future problems to the Facilities Integrated Service Center (FISC) at 362-3100 or wusmfacilities@wusm.wustl.edu. It is expected that all WUSM and BJH staff with a valid ID card will be able to access the McKinley entrance during normal business hours. The inside mail sorting area will be restricted to Mail Services staff only.

Every department with a mailbox will be receiving one key for their box. If additional keys are needed, departments can request additional keys from the Facilities Integrated Service Center (FISC) at 362-3100 or wusmfacilities@wusm.wustl.edu.

Earlier communication:

Thank you for your continued cooperation during our time of transition.

Your mailbox will be closed at noon on Friday, June 12th so that we can move the cores over to the new Central Services Mail and Receiving at 4522 McKinley. You will be able to access your mailbox again at
the new location on McKinley starting Monday, June 15th. You will use the same key that you are currently using.

Starting Monday, June 15th, you will be able to pick up all mail and packages from the new facility at 4522 McKinley. Please remember to continue to address all letter correspondence to 660 South Euclid Avenue, CB: xxxx, St Louis, MO, 63110. All packages should be shipped to the dock at 4523 Clayton Avenue, St. Louis, MO 63110.

This communication is to provide information about the upcoming Mail & Receiving relocation. The Washington University Danforth Campus, the School of Medicine (WUSM) and Barnes Jewish Hospital (BJH) will be merging mail operations and some of these functions will be co-locating at the new EHS/Central Mail Services Building on the corner of Taylor and Clayton. All of the WUSM Mail and Receiving now located at the McDonnell Science Building as well as the BJH Mail Services will be at the new location on June 15th for all deliveries and collections.

Virtually all Danforth Mail Services staff will remain in their current location, including each of the Student Mail Centers at the Village House and Hitzeman Hall; and at the North Campus Mail Center as well as the West Campus Satellite Mail Center. The WUSM Mail and Receiving staff in the McDonnell Sciences Building and BJH Mail Services currently housed in the Taylor Avenue Building will move to the new location under their current supervision structures until further notice.

Both WUSTL and BJH leadership are supportively working together wherever possible and ensuring quality service without service duplication. This collaboration is the first phase of partnership to provide this type of shared service model on campus through co-location with the ultimate goal of an integrated mail service operation.

We will work diligently to ensure there is no decline in services or service levels and that the impact during relocation is minimal.

**Q & A**

**Q** – I've been using the 425 S. Euclid (BJCIH) and 4940 Parkview Place (CSR8) docks. Will these change to the new location?
**A** – No. Please continue using these docks instead of the new location.

**Q** – Do I need to change the address for USPS mail?
**A** – No. You do not need to change the address for USPS mail as we will continue to collect all mail addressed to WUSM for 660 South Euclid as well as anything with the new address from the same US Post Office. It is the same zip code and we are working with the USPS to make sure there is no delay or confusion with the USPS mail that is addressed to WUSM. It is fine to use the new 4523 Clayton Avenue address for USPS mail if you prefer. Please always include your box number and abbreviate as CB XXXX.

**Q** – What address should I use for my Purchase Orders created in AISystems and Marketplace for Fisher, OfficeMax, etc.?
**A** – After June 15th, please use the new “ship to” address as 4523 Clayton Avenue (63110) and your departmental information is always beneficial. Please always include your box number and abbreviate as CB XXXX. At the end of the day on June 12, all departmental ship-to codes in the AISystems for 4566
Scott will be automatically switched to reflect the new 4523 Clayton Avenue address. Also, note that going forward individual departments will be assigned one ship-to code reflecting the new address. Room numbers, individual names and preferences should all be added in the attention line as needed.

Q – Our lab gets alcohol from the McDonnell Sciences Dock. Where will we get alcohol now?
A – You may pick up alcohol from the new Central Services Dock location.

Q – Our lab gets dry ice from the McDonnell Sciences Dock. Where will we get dry ice from now?
A – You may pick up dry ice from the new Central Services Dock location or our CSRB dock location.

If you have any questions, please contact Peggy Smith at peggy_smith@wustl.edu or Melissa Hopkins at hopkinsm@wusm.wustl.edu.

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**Duncan Avenue Entrance to SLCH Garage To Open June 22nd & Newstead Entrance to Close**

From: WUMC Campus Renewal Project

On Monday, June 22nd, the SLCH staff garage entrance and exit on Duncan Avenue will reopen and the east entrance to the SLCH garage from Newstead will close. The Newstead entrance will be reconfigured as part of a new road to provide additional access to the parking garages. The entrance is expected to remain closed for six weeks. Please note that Newstead Avenue will remain open.

Duncan Avenue west of the SLCH garage entrance will remain closed for approximately two more weeks as construction to upgrade a Metropolitan Sewer District (MSD) storm sewer line continues. As a result, the SLCH staff garage will be accessible from Duncan east of the entrance. Employees can access westbound Duncan from either Boyle Avenue or Newstead Avenue.

Public safety officers will monitor the situation to ensure that traffic is moving. The garage gates will be open for easier entry and exiting during peak hours.

The new staff garage will open in August, along with improvements to intersections around the campus. The garage and intersection work are designed to improve the flow of traffic for staff, especially during peak times.

Updates will be shared as the garage opening approaches.

Questions can be directed to BJCConstruction@bjc.org or 314-362-1241.

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**Stairwell Glass Repair in Cancer Research**
From: Nick Dochwat, Senior Engineering Project Manager

Starting the morning of Wednesday, June 24\textsuperscript{th}, we will be working on the south side stairwell glass on the second and third floors of Cancer Research to repair the broken glass. The stairwell will remain open but will have caution tape blocking off certain areas for foot traffic. The work should be completed by Friday, June 26\textsuperscript{th} and is weather dependent.

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   Professionalism Respect Integrity Dedication Excellence