



# December Newsletter

## Winter Closure



The Phoenix Biomedical Campus will be closed for the holidays. Winter closure for the UA will be December 23rd through January 1st. During the holidays--Dec 24th, Dec 25th, Dec 31st, and Jan 1st, all buildings will be locked. Roving Security will be here and available.

During the UA closure, we recognize that NAU, ASU, and others will still be on campus and working. HSEB and BSPB will be open and have security staffing the front desks. Additionally, we will staff shipping and receiving (the BSPB Dock) on Dec 23rd, Dec 27th and Dec 30th from 8am - 12pm to receive or deliver mail. As always, Security may be reached at 602-827-2368 For more information please visit <https://hr.arizona.edu/employees-affiliates/leaves/university-winter-closure>

## Badge and Key Authorization



We are always working to make our campus more secure while balancing accessibility. You may soon receive a request to identify or confirm those in your department who will authorize card access or assignment of keys. We appreciate your responses as we ensure that we provide access to those you have authorized.

## Maintenance Service and Projects



Facilities is working toward offering more services to you. As we refine our processes for scheduling work (moving offices, hanging pictures, extra custodial services, extra Security staffing and others including organizing and overseeing larger projects). We ask that you formally contact us through our work order system. We will meet with you to discuss what you need, the possible schedule, costs, and if we can do the job in house or will need to bring in an outside contractor to assist. We are excited to be able to offer more to the campus and look forward to working with you!

## Electrical Safety



As the Arizona temperature cools down our HVAC (heating, ventilation, air-condition) system, is switching gears too! Did you know our buildings have a building automation system? Building automation is the automatic centralized control of a building's heating, ventilation and air conditioning systems. BAS, what does this mean to you? While you might be cold in your office/cubical and feel you don't want to bother your coworker by asking to turn up the thermostat, so you bring in your own space heater. By adding space heaters in cubicles and offices it can create dangerous conditions. While space heaters might keep you more comfortable, they also represent a serious hazard. Space heaters can cause fires when they aren't carefully monitored, cause our system to short out, or create an inaccurate reading of our building system. If you are cold please enter a work order through [Maintenance Connection](#) or call 877-681-5116. Entering a work order will allow the operations team to better manage the building automatic system.

## Parking and Transportation



Department Services Offered through *Parking and Transportation - Phoenix*

Just a friendly reminder, ALL GUESTS (visitors/contractors/vendors/etc.) need to pay for parking when parking on campus. Contact Danitza Lopez at [PTS-Phoenix@email.arizona.edu](mailto:PTS-Phoenix@email.arizona.edu) for cost and long term parking arrangements.

Short term/daily parking offered for department guests include:

**Lot 10002**

- Online: [Department Reservations](#). \$2/hr Daily Maximum of \$10
- Pay Station kiosk codes: The department is billed monthly based on usage. To order kiosk codes email [PTS-Phoenix@email.arizona.edu](mailto:PTS-Phoenix@email.arizona.edu).

**Lot 10003**

- Pay Station kiosk codes and reservations: To make a reservation or order kiosk codes, email [PTS-Phoenix@email.arizona.edu](mailto:PTS-Phoenix@email.arizona.edu)
- \$3/hr Daily Maximum of \$15. Reservation--\$15/day

**PBC Garage**

- Chaser Ticket: The department is billed monthly for the total amount of the chaser tickets used. Chaser tickets are valid for up to 6 months only. To order chaser tickets, email [PTS-Phoenix@email.arizona.edu](mailto:PTS-Phoenix@email.arizona.edu)
- \$3/hr Daily Maximum of \$15.

Starting January 2nd, Program Coordinator Danitza Lopez will have walk-in hours Monday through Friday 11am-1pm in the front lobby of HSEB. Danitza can also be reached at (602)827-2760 or [dlopez10@email.arizona.edu](mailto:dlopez10@email.arizona.edu) For additional parking information, please visit our UArizona Phoenix Biomedical Parking & Transportation website at: <https://parking.arizona.edu/phoenix/>

Visitor Policy



Reminder, please send all visitors to the front desk in HSEB or BSPB to check in with security. This check in process is not only important for our safety, but the visitors as well. In case of an emergency evacuation security will be able to ensure everyone has been accounted for once evacuated. Thank you!

## Feedback

```
Embed://<iframe width="640px" height="480px" src=
"https://forms.office.com/Pages/ResponsePage.aspx?id=BVXjXo7rKUmTfWRd9QEyiJXSyrbgh1xHjATpJP4
c_E9UQTBITDZWTFMzQjY5NjdUNTI5MU1FM1dUOS4u&embed=true" frameborder="0" marginwidth=
"0" marginheight="0" style="border: none; max-width:100%; max-height:100vh" allowfullscreen
webkitallowfullscreen mozallowfullscreen msallowfullscreen></iframe>
```