

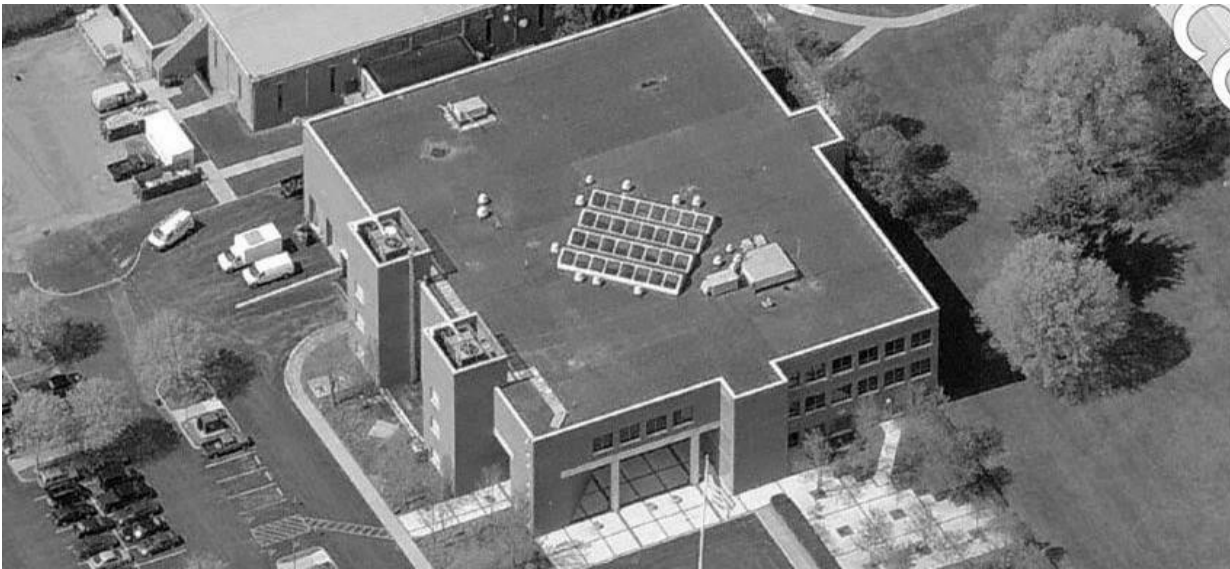


In a few short weeks, ITS staff will begin moving to the
Technology Support Building (TSB)!

This handbook is intended to introduce you to the building's new
services, amenities and capabilities.



welcome to TSB



Technology Support Building (TSB)

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save these numbers



CONTACT	EMAIL	PHONE
Building Information and Access		
Emergencies		911
Penn State Police Services		814-863-1111
Melissa Mehler, Building Receptionist	TSBReception@psu.edu	TBD
Facilities Coordination		
Pam Fuller, Facilities Coordinator	pqs4@psu.edu	814-360-0704
Pete Caporuscio, Facilities Representative	pdc10@psu.edu	814-883-4172
Human Resources/Parking		
Deb Johnson, Human Resources Generalist	daj8@psu.edu	814-863-0437
Molly Kline, Human Resources Generalist	mzk2@psu.edu	814-863-7342
IT Support		
TSB IT Support Team	tsbsupport@psu.edu	814-867-5207
Building Life Committee		
Molly Kline, C&D Team	mzk2@psu.edu	814-863-7342
Café/Group Meal Purchase		
Hoag's Catering	Syril@hoatscatering.com	814-238-0824

Additional building information can be found on the ITS Space Planning

Website below:

<http://sites.psu.edu/itsspaceplanning/>

information and access

Information:

- Building Address:
 - Technology Support Building
 - 300 North Science Park Road
 - State College, PA 16803
- Building Hours and Access:
 - Once TSB is fully occupied, the building will have open access from the hours of 7:30 to 5:30, Monday through Friday, with the exception of university holidays.
 - All other times, the building will have card swipe access.
 - Please contact the TSB receptionist if you need access for yourself or a colleague outside of the open access hours.
- Staff Locations:
 - Beginning in June, “wayfinding” stations will be available on all floors at kiosks adjacent to atria stairs (1st floor kiosk will be located by the reception desk.)
 - The TSB receptionist will be happy to help with locating a colleague’s workspace
- Digital Signage will be available on all floors adjacent to the atria stairwells. If you have additional information you’d like to see displayed, please send your requests to the TSB Receptionist. Tentatively, digital signage will be operational by the middle of April 2015.
- Building Life Committee:
 - A committee of interested individuals moving to TSB have begun to meet to address work life in the new building. All new requests for building capabilities will be vetted with this committee.
 - Representatives from Human Resources, Climate and Diversity Team and Facilities will participate.

IT support

A new, building-wide IT support service has been established for TSB, supporting the following: networking (with TNS), desktops/laptops, digital signage/wayfinding/scheduling, audio visual equipment and copying/printing.

Requests for service should be emailed to: tsbsupport@psu.edu

Below are the staff members that will be located in TSB as part of this new service:

- Kevin Cramer
- Philip Schratwieser
- Deanna Stratton
- Doug Swope

This service will evolve into a new ITS-wide IT support service under the sponsorship of Mairead Martin and project manager, David Blair. Below are members of the steering project team:

- Kasey Ryen
- David Blair
- Tim Arnold
- Mark Staub
- Kyle Crain

The new ITS-wide IT Support service will include support by the following staff members:

- Mike Ganci
- IT support specialist in process of being hired

office operations

With the university's focus on sustainability, TSB has combined general office supply storage, printing and copying to a few locations in the building.

Copy/Print, Supply and Campus Mail Locations:

- There are four general copy/print/scan/fax/campus mail stations in the building for ITS staff:
 - 2nd floor – Rooms 206 and 241
 - 1st floor – Room 122
 - Lower Level – Room 016

Office Supplies:

- A listing of common office supplies will be maintained and ordered through the TSB receptionist and stored in lower level storage.
- Floor support staff will replenish office supply storage in the copy/supply locations.
- Specific supplies will continue to be ordered by unit support staff.
- Mail crates with individual hanging file folders for mail will sit on the counters for staff pickup.

Printing:

- Initially, all general printing, except mainframe printing, will be handled via print release stations when you walk up to the copier/printer.
- You may release your print job from any of the locations listed above by following these steps:
 - From your workstation, send your print job to a printer queue.
 - Walk to any of the printer stations listed above in TSB and log into print queue using user id and password.
 - Printer will release all items in your print queue
- Print release stations will evolve to card swipe in the future as we're currently locked into Ricoh printer contract that will not allow us to upgrade copiers to model numbers that will accept card swipe technology.

transportation and parking

Transportation from TSB to University Park Campus:

- **Bike Path** (see following pages for one possible route to west campus - IST)
- **CATA Bus K Route** (see following pages for link and schedule)
- Temporary use of core campus parking permit and floater (see unit support staff to sign out if applicable).
- Spend the day on campus by parking in commuter lot (by Bryce Jordan Center) and taking campus shuttle to campus work/meeting location.
- Please use desktop conferencing capabilities of TSB to avoid travel when possible.

Parking at TSB:

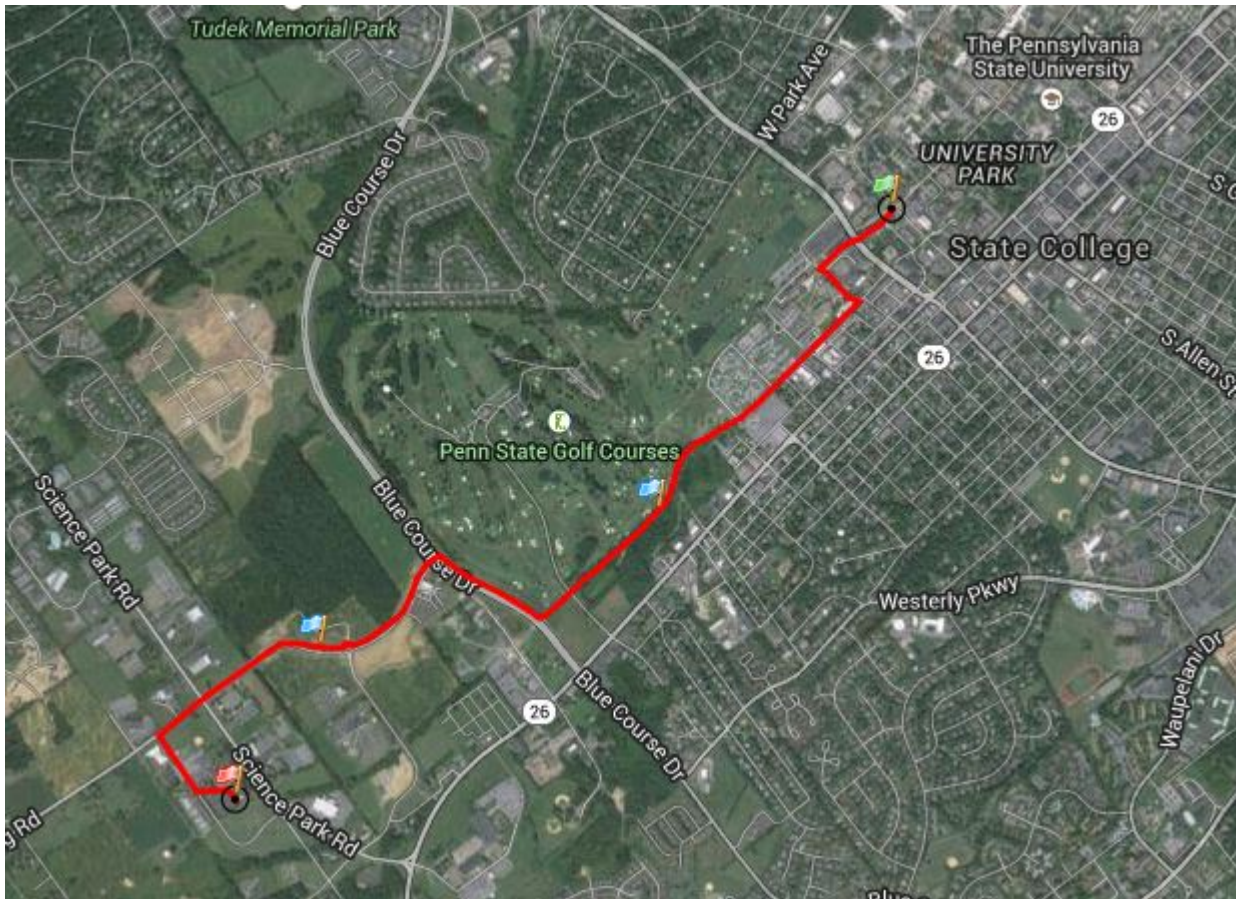
- All TSB staff will be issued an off campus parking permit unless no permit is required, charged at \$10 per month.
- Motorcycles will display an off campus parking permit and park in a regular lot until motorcycle parking spaces are outlined by the Parking Office.
- All inquiries regarding retaining your on campus parking permit should be sent to your HR representative.
- Penn State employees visiting TSB that display an on campus parking permit will be allowed to park at TSB.
- All external visitors will be required to display a visitor's pass (provided by department).

Please see your HR representative for help with resolving parking or transportation questions and concerns.

When visiting University Park for the day, consider using the following touchdown workspaces in between campus meetings.

- Public gathering spaces: HUB, 1st floor Kern, University Libraries, Chambers Building "bridge," IST Building, Business Building Atrium, Katz building lobby
- Build your list of on-campus colleagues that have space you could use
- ITS building touchdown spaces:
 - 216C Wagner Building, 230Y Computer Building, USB2 Hallway, Shields building (after planned renovations), 401 Old Main

bicycle path option



This 2.63 mile bike route begins at the IST building on Burrowes Street, crosses the IST bridge, proceeds on North Barnard Street to West Campus Drive. It then rides along the Penn State Golf Courses and Blue Course Drive then cuts across to Old Gatesburg Road and crosses Science Park Road, ending at the parking lot for TSB.

CATA bus: k route



TSB amenities

Connections Café by Hoag's:

- We are still in final contracting stage with Hoag's as the café vendor. All contracting should be complete by the end of April. In the meantime, renovations are beginning on the café kitchen space.
- The café will be tentatively operational beginning in July, however the café seating areas will be open for daily work or meetings in May. Tentative hours of operation are initially set as 7:30am – 2:30pm.
- Hoag's will offer the following menu selections:
 - Morning (grab & go) selections
 - Sandwiches & Such (grab & go)
 - Farm Stand Salad Bar (build your own)
 - Home style hot feature of the day
 - Drink Bar (grab & go) – free trade and specialty coffees from WC Clarke/Cheese Shop
- University supported group meals in TSB will receive a discount from Hoag's catering. Hoag's has first right of refusal for catering in TSB.
- Microwaves will be available in the café for those wishing to bring their lunch but eat in the café.
- Café seating includes the following options:
 - Large community table seating (16 capacity)
 - Smaller table seating (4-6 capacity)
 - Bench seating
 - 3 Soft seating areas (4 capacity)
 - 3 High table seating for meetings (6 capacity) with monitor (no desktop conferencing capabilities)
- A patio is available for lunch, breaks or meetings just outside the café.
- 3 large cable TV's will be located throughout the seating area (close captioned)

TSB amenities (continued)

Kitchenettes:

Each floor has a large kitchenette equipped with the following:

- 2 large, glass door refrigerators with multiple shelves (no freezer capacity)
- Plumbed Keurig machines (will accept any brand of coffee/tea brew cup). Bring your own beverage options. Guests as well as building occupants are welcome to purchase coffee from the Connections Café.
- Microwave
- Cabinetry storage
- Ice machines will be available on the 2nd floor and Lower level
- Filtered water bottle fill stations will be available throughout the building

Additional small kitchenettes are available on each floor (no refrigeration)

Fitness and Locker Rooms:

- The fitness room will be available for use by Penn State Fitness Pass holders beginning in July. The room will be monitored via video by the TSB Receptionist, who will be AED, CPR and first aid certified.
- Initially, Fitness room hours will be 9am to 5:30pm, Monday through Friday, with the exception of Penn State holidays or when a receptionist is not available. The hours may change as staff begin using the space to accommodate user needs.
- The Fitness room will have the following equipment:
 - 4 – Precor Treadmill
 - 4 – Precor Elliptical
 - 1 – Precor Recumbant Bike
 - Free weights with racks and 3 adjustable benches
 - PowerLift Squat Rack

TSB amenities (continued)

Fitness and Locker Rooms (continued):

- AED is located just outside Fitness room doors.
- Locker rooms will be accessible to any building occupant. They contain 3 showers for each male/female locker room.
- Lockable storage will not be available initially.

Lactation Room:

- Room 105 for lactating mothers is available just to the left of the receptionist desk.
- The room has comfortable seating and a sink available (no refrigeration)

Professional Development Library:

- Located in the lower level atrium, this library will be a place for individuals to sign out professional development materials
- Feel free to donate your unwanted professional development materials to the cause (ex. Crucial Conversations, etc.)
- Thanks to Vicki Hoffman for volunteering to organize and coordinate this space.

TSB amenities (continued)

Recycling/MOBIUS and Sustainability:

- In support of the University's sustainability initiatives, TSB will operate under the MOBIUS program through OPP. No desk trash cans will be available. There will be multiple MOBIUS stations located throughout the building.
- Personal appliances such as coffee makers, refrigerators, heaters, and the like will not be allowed in TSB. All appliances will be approved by OPP.
- Please check with Facilities staff prior to bringing in personal appliances.