

## ARC Tenants – Orientation Sheet

### Janitorial Service – (call 269-7169 or 269-7400)

Trash and recycle twice weekly (Tuesday & Friday)

Vacuum once weekly

Large cardboard box can be left in hall marked 'Recycle'

### Security – (call 269-5822 or 269-7169)

Access badge are required for all staff personnel. Badges must be worn and visible while in the building. Use Lab website to register.

[https://misportal.jlab.org/mis/cis/iris\\_reg\\_form/new\\_reg\\_form.cfm](https://misportal.jlab.org/mis/cis/iris_reg_form/new_reg_form.cfm)

Arrange for a badge by calling 269-7598. Come to Building 28 front desk for badges

Do not let others in the building

Leaving a vehicle overnight - send an email to [newsome@jlab.org](mailto:newsome@jlab.org)

Security Issues Outside of JLab's Business Hours: Contact the guards at 269-5822.

### Visitors coming to see your business/institution can either:

Look for a sign by the video intercom button stating: "Use this phone to gain entry into the building";

Use the outside telephone to call your office for someone to come to let them into the building. In this instance, the visitor will need to sign in on the register at the receptionist's desk;

Use the video intercom button at the front entrance to call the guards. The guards will contact the office the individual(s) is visiting to confirm entry into the building. Once they have received confirmation from the tenant and confirmed their ID, the guards will unlatch the door to allow entry;

Have badged personnel go to the lobby and escort the visitor to their respective area.

### Maintenance / Issues

Call: 269-7400, or email: [newsome@Jlab.org](mailto:newsome@Jlab.org) or [sperlazz@jlab.org](mailto:sperlazz@jlab.org)

### HVAC

Office Tower: Monday – Friday; 05:00 AM to 8:00 PM

Labs: 24 hours a day 7 days a week

First Floor Conference Room: Monday –Friday 6:00 AM to 5:00 PM

Lab Area Conference and Non-lab Spaces: Monday –Friday 6:00 AM to 5:00 PM

## **Deliveries**

Federal Express, UPS, and USPS (etc.) that normally use the front door:

Use the video intercom button at the front entrance to call the guards. The guards will contact the office the individual(s) is visiting to confirm entry into the building. Once they have received confirmation from you and confirmed their ID, the guards will unlatch the door to allow entry.

Bulk deliveries must use the loading dock:

The carrier should use the outside telephone at the loading dock to call your company about the delivery. The tenant shall proceed to the loading dock to provide entry. If the loading dock rollup door is required, notify the guards at Ext. 5822, prior to usage.

## **Conference Rooms**

Renting the use of the ARC first floor auditorium - contact Jefferson Lab Staff Services: 269-6930 or 269-7409