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The Saunders Research Building (SRB) is unique in its planning, design, and operation as the new academic home for clinical and translational research at the University of Rochester. It brings together hundreds of faculty, staff, and students who previously had been scattered across the Medical Center and Rochester Community. The SRB supports the Clinical and Translational Science Award, one of the first of 60 grants given by the National Institutes of Health to establish centers of excellence in which the basic discoveries are translated and transformed to diagnostic and therapeutic tools to improve the health of our patients and communities. The SRB was made possible by commitment of University leadership to translational research and by a large construction grant from the State of New York as an investment in biomedical research as an economic engine in Upstate New York. The generous gift from Mr. E. Philip Saunders further voices the confidence in the work done here as vitally important to our community.

We hope the SRB emphasizes the values that distinguish Rochester translational research. These include respect for the diversity of our University, Rochester, and Upstate New York communities. The building is constructed to be accessible to persons with physical disabilities and is the new home for the National Center for Deaf Health Research, with several structural and furnishing features meet deaf persons’ communications needs. Our artwork champions the biopsychosocial model. Respect for the environment has led us to build the first LEED-certified building in the University. Collegiality and collaboration are uniquely strong values at Rochester. Our café, break areas, nooks and crannies with comfortable seating, glass walls, low cubicle walls, numerous conference rooms, etc. are physical signs that our greatest strength is the ability to assemble and operate multidisciplinary teams. Teaching and training have always received high marks nationally and is integrated into all we do at Rochester. The SRB is no exception. The “formal” curriculum is carried out in our bright and well-equipped classrooms; the “informal curriculum” is carried out in our conference rooms, café, break areas, and clusters of easy chairs. Next, the SRB is about science - - innovation, discovery, application, and as the guide for all our decisions in health and healthcare. The co-location of over 10 research departments or units speaks to this building not being a housing project, but the assembling of investigators with related and synergistic interests for the purpose of new discovery. Finally, integrity must be a core value, in the way we deal with our colleagues, communities, and sponsors, and in the absolute requirement that our results can be trusted. We are proud to have the Office of Human Subject Protection and the Office of Corporate Alliances as part of our family and plan to continue to sponsor regular programs in research integrity.

So, if anyone asks, “What does the RCTSI stand for?”, consider not only the obvious, but also Respect, Collegiality, Teaching, Science, and Integrity.

Welcome to your new home of Rochester Translational Research!
Goals and Mission of the Clinical and Translational Science Institute

The overall goals for the Clinical and Translational Science Institute (CTSI) are to: 1) To organize, support, and expand clinical and translational research at the University of Rochester within an academic home, and 2) to integrate and collaborate with regional and national institutions to quantitatively and qualitatively expand a national Clinical and Translational Science Network.

The mission of the University of Rochester Clinical and Translation Science Institute is to transform biomedical research by accelerating the application of basic science findings to human health problems, developing clinical solutions, testing efficacy, and implementing interventions at the community level and educating the clinical research scientists.

Governance

Office of the Director

- Located on the first floor in the Saunders Research Building (SRB), it is the home of the PI of the Clinical and Translational Science Award (CTSA), who is the Director of the CTSI. The CTSI Director and his leadership team provide for the day to day operations of the Institute, including the vision for the translational culture within the SRB.

Executive Committee

- The Executive Committee provides oversight for all administrative, human resource, budgetary, space, governance and key function activities related to the operations of the Clinical and Translational Science Institute. The group meets weekly and is composed of the CTSA Principal Investigator and senior leaders of the CTSA.

Administrative Committee

- This CTSI group is composed leaders of CTSI and department leaders within the SRB. The committee meets monthly and serves primarily as a means to communicate CTSA activities, encourages coordination of between CTSI groups and provides linkages for a number of other University and Medical Center leaders.

Communication: About the CTSI

Website

- The CTSI website provides details about the Institute, its centers and programs and a cadre of research services and support.
- The link to the website is: [http://www.urmc.rochester.edu/ctsi/index.cfm](http://www.urmc.rochester.edu/ctsi/index.cfm)
Reception Desk
- The Reception Desk is located next to the CTSI Directors’ office. It will be staffed Monday to Friday from 9 AM to 5PM by volunteers to provide direction and assistance to all guests of the Saunders Research Building. When not assisting guests, volunteers will work with CTSI staff on a variety of tasks including data searches and data entry and document creation related to the work in the CTSI. Volunteers will have immediate access to CTSI staff for any questions or concerns. This program is expected to start in the Fall 2011.

Weekly Update
- This online publication provides current information relevant to clinical and translational science, for both CTSI and non-CTSI faculty and staff. It also distributes timely news, including highlighting a particular event each week, as well as publicizing a full list of upcoming events.

Listserv
- The CTSI offers two e-mail listservs that are available to anyone interested in the activities and progress of the Institute
- CTSI-NEWS is used to announce CTSI funding opportunities and important news, and is one of the distribution channels for the CTSI Weekly Update.
- ERECORD_RESEARCH informs members of upcoming events and information regarding the soon-to-be-implemented eRecord system to be used by researchers and clinicians.
- To sign up for either of these Listserv, log onto http://www.urmc.rochester.edu/ctsi/news-events/listservs.cfm and follow the links.

Interacting with Deaf and Hard of Hearing Persons
- Introduction:
  When you walk past someone in the atrium of CTSI and say “good morning” and this person apparently has ignored you, do not immediately assume that this person is rude. CTSI is the new home of the National Center for Deaf Health Research (NCDHR). It is possible the person you just greeted is Deaf or a person with hearing loss. The section below provides a quick guide for interacting with people who are Deaf or experience hearing loss:

- Differentiating between Deaf people and people with hearing loss:
  o Deaf people rely primarily on vision to communicate.
  o Deaf people do not view themselves as “disabled.” For this reason, avoid using the term, “hearing impaired” – which comes across as inappropriate.
  o Deaf people communicate primarily in American Sign Language (ASL).
  o Individuals with a hearing loss rely primarily on amplification such as hearing aids, cochlear implants, assistive listening systems to communicate (some Deaf people use these devices too).
  o Hard of hearing people typically prefer to be called “people with hearing loss.”
When in doubt, ask: “Are you Deaf or a person with hearing loss?”
To get the attention of a Deaf person or a person with hearing loss, (1) use a visual movement to catch their attention such as waving your hand, (2) tap him/her on the shoulder, (3) go around and stand in front of the person, (4) if you are in a conference room, flick the room’s lights on and off.

- **American Sign Language (ASL):**
  American Sign Language (ASL) is the primary language of culturally Deaf people. ASL is:
  - A visual language created by Deaf people. ASL is neither a written nor a spoken language.
  - A fully developed, natural language which has no grammatical relationship with English.
  - Not a universal sign language. Different countries have different sign languages.

- **Interacting with a Deaf person:**
  - If your path is blocked by two Deaf people conversing in sign language, you can walk through. Many people hesitate, waiting for the conversation to end, or unnecessarily bend down very low in order to avoid passing through their signing space. This interrupts the conversation. Walking straight through allows little to no interruption to the signed conversation.
  - Speak slowly and clearly, but don’t raise your voice or exaggerate mouth/lip movement. If you are asked to repeat something, rephrase the sentence.
  - Do not be embarrassed to communicate by paper and pencil if necessary. Getting the message across is more important than the medium.
  - Do not hesitate to use pantomime, body language and/or facial expressions to offer more visual clues.
  - Avoid asking the question, “Do you read lips?” Only 30% of English is visible on the lips and 50% of English words are visually similar (e.g. “disease” and “tease,” “AIDS and hands,” or “Flu and Food.”).
  - Staring at a signed conversation is considered “rude” by Deaf people.
  - Meetings are conducted in two languages - ASL and English.
  - The Pearson Room (1.1416) has blue-grey walls designed to reduce eye strain. This is extremely important when meetings are conducted or communicated in sign language.
  - ASL interpreters are for both Deaf and hearing people.
  - When communicating through an interpreter, maintain proper eye contact (look at the Deaf signer, not the interpreter).
  - Ensure unblocked and comfortable line of visual contact:
    - Do not stand or sit by the window when speaking with a Deaf person. The window will cause the Deaf person to see only a silhouette and make it very difficult to understand facial expressions.
    - Allow Deaf participants time to read handout before speaking.
    - Do not block view between the interpreter and the Deaf participant.
    - The Pearson Room has chairs arranged in a semi-circle to allow unblocked lines of visual contact during meetings.
  - Speak one at a time (an interpreter cannot interpret simultaneous conversations). Raise hand(s) to take turn speaking. The meeting facilitator should remind all participants to follow this practice.
• Allow for lag time (interpreters will finish signing the information after the speaker has completed his/her comment).

• **Interacting with a person with hearing loss:**
  o If a person with hearing loss is having trouble understanding you, try moving someplace else in the building where there is less background noise (e.g., construction machinery, several conversations going simultaneously, etc.).
  o Speak slowly and clearly, but don’t shout, yell or exaggerate mouth/lip movement. If you are asked to repeat, rephrase the sentence.
  o The Pearson Room (1.1416) has an Assistive Listening System (ALS) that benefit(s) persons with hearing loss, with or without hearing aids/cochlear implants.
  o Make sure you speak directly into the ALS microphone.
  o CART (Communication Access Realtime Translation) may be used in meetings (CART may also benefit some Deaf people).
  o Approximately half of the baby-boomers will have some degree of hearing loss that emerges during adulthood. For information & referral related to people with hearing loss, check out www.hlaa-rochester-ny.org

• **NCDHR:**
  o NCDHR is located on the 3rd floor in the Department of Community and Preventive Medicine.
  o NCDHR is a CDC-funded Community-Based Participatory Research Center that follows the Cultural Model: Deaf people are a minority group who share a common language (ASL) and culture. NCDHR does not follow the Clinical Model which views deafness as a medical condition that should be treated.
  o The Rochester Deaf community has one of the largest concentrations of Deaf people in the country.
  o The mission of NCDHR is to promote health and prevent disease in populations of Deaf people and people with hearing loss through community-based participatory research.
  o NCDHR provides cultural competency presentation on how to work with Deaf people and people with hearing loss. Your department may send a request to NCDHR@urmc.rochester.edu.
  o Contact NCDHR if you need further assistance with ASL Interpreting Services, ALS and/or CART to ensure accessible meetings in CTSI Building.

**CTSI Services:**

**Navigation**

• The Research Navigator Program facilitates access to a range of consultation services for personalized assistance. Services are organized to ensure that investigators have support for both project development and to conduct studies. Referrals may be made for one or more consultations with experts in specific disciplines, to institutional service providers or potential collaborators.
In some cases, consultation services may have service-specific fees. Limited financial assistance, to fund consultation fees, is available to researchers conducting clinical and translational investigations.

To requesting assistance email ResearchHelp@urmc.rochester.edu or call 275-2107. Within 48 hours of request receipt, a member of the Research Navigator Team will respond to establish next steps, including an offer to meet with program staff to assess researcher needs and to develop an action plan that may include facilitated referrals to additional services.

Consultation
• Personalized assistance is currently available through a number of University services, including expertise in the following disciplines:
  
  o Biomedical Informatics
    The CTSI Biomedical Informatics Program is devoted to biomedical informatics research, education, and service.
  o Biostatistics
    Statistical consulting service provides help with study design, sample size considerations and data analysis for all phases of projects, including grant preparation.
  o Center for Research Support
    The Center for Research Support (CRS) assists researchers with a range of qualitative and quantitative needs. The CRS serves as a virtual project team that can take on a piece(s) of a project.
  o Clinical Research Ethics
    Research collaboration, education and consultation on questions that address ethical issues in the design and conduct of translational and clinical research.
  o ClinicalTrials.gov Registration and Reporting
    Services to support research teams with registration and reporting of clinical trials at ClinicalTrials.gov.
  o Community-Engaged Research
  o Proposal Support: Project Assessments, Budgets, Evaluation
  o Community Partnerships: Facilitating Research-Community linkages
  o Practice-Based Research: Linkages, Protocols, IRB Best Practices
  o Recruitment/Retention: Strategies to Set and Achieve Participation Goals
  o On-line Education: Community-Engaged Research CME/CNE Training
  o Research Space: Meeting and Focus Group Venues
  o Cost-Effectiveness Research
    Research collaboration, education, and consultation on questions pertaining to economic evaluations of translational medical innovations.
  o Epidemiology
    Consultation and collaboration related to the epidemiologic aspects of clinical and population-based research.
  o FDA Regulatory Compliance
    Services to support clinical and translational research investigators with the navigation of and compliance with specific FDA-regulated processes.
- **Human Behavior Assessment Unit**  
  The Human Behavior Assessment Unit (HBAU) provides expertise in diagnostic and clinical characterizations of participants in human behavioral research. HBAU assists researchers collecting pilot data with small groups as well as researchers conducting large-scale, multi-center clinical trials.

- **Laboratory Support**  
  Provide researchers with the tools and opportunities to obtain clinical data that will ultimately translate into new therapeutic strategies and innovative technologies.

- **Molecular Biology Analytics**  
  Services to support investigators with tools used to perform analysis of genomic and proteomic data.

- **Physical Exercise Activity Kinesiology (PEAK) Lab**  
  The PEAK Lab is a core clinical-research facility that supports investigators conducting multidisciplinary and translational research related to all forms of human movement (e.g., physical activity, exercise, and sedentary behavior) within the University of Rochester. The PEAK Lab provides consultation services for investigators in all stages of career and study development, and customizes the services it provides for a range of project types.

- **Recruitment & Retention of Research Participants**  
  Provides access to evidence-based approaches for human-subject recruitment and strategies to retain study volunteers.

- **Research Subject Advocacy**  
  Support for research teams for ensuring the safety of research participants, creating a Data and Safety Monitoring Plan, establishing an Informed Consent Process and addressing human subject protection concerns.

### Educational Programs
- The CTSI offers a variety of education, training and career development programs for Faculty, Residents, Fellows and Post-Docs, PhD, Medical and Graduate Nursing Students and Staff. Information is available at:
  - [http://www.urmc.rochester.edu/ctsi/education-career/](http://www.urmc.rochester.edu/ctsi/education-career/)

### How The SRB Works

**Lighting controls:**

The lighting controls system in the Saunders Research Building is designed to incorporate best practices regarding the lighting environment for the occupant and for environmental sustainability. The lighting has been pre-programmed to obtain the estimated required light level for a typical work surface (30 footcandles). As part of the building’s sustainability approach, the lighting in windowed spaces will automatically adjust depending on the amount of daylight entering the space.

There are essentially five main lighting environments in the building:

1. enclosed officing
2. open area officing
3. conference rooms
4. public spaces

The typical sequence of operations for occupant light control is as follows for each area:

1. Enclosed offices:
   - Fixtures are turned on via the wall switch. By tapping the switch once, the lights will go to the last setting by the occupant. By tapping the switch twice, the lights will go on at the maximum brightness.
   - In perimeter (window) offices, the day light sensor mounted on the ceiling determines the maximum light level for the fixtures.
   - The light level is adjusted manually by the ‘rocker bar’ (see diagram below) or, in perimeter offices, automatically by the ceiling mounted light sensor. The fixtures are turned off automatically via an occupancy sensor after 30mins a space not being occupied. The fixtures can also be turned off manually by tapping the switch once.

2. Open area offices (similar to perimeter offices):
   - Fixtures are turned on via the wall switch
   - The day light sensor, mounted on the ceiling, determines the maximum light level of the fixtures
   - The light level is adjusted manually by the rocker bar (see diagram below) or automatically by the ceiling mounted light sensor
   - The fixtures are turned off via an occupancy sensor after 30mins a space not being occupied. The fixtures can also be turned off manually by tapping the switch once.

![Typical Switch Diagram]

- Tap top half of rocker bar to increase light
- Tap bottom half of rocker bar to decrease light
3. **Conference rooms:**

   Lighting for internal department conference rooms and public conference rooms both use a control device with ‘scenes’ - preset lighting levels. Depending on the room there are 4 to 6 different scenes. The conference room light is also zoned by lighting type (fluorescent lighting, accent lighting, etc.). The zones can be adjusted within each scene by flipping up the door on the wall device and depressing the up or down arrows for light level.

4. **Public spaces:**

   Lighting in the public spaces is typically controlled via a typical wall switch.

**Temperature Control:**

The Saunders Research Building will operate under the University energy policy, with temperatures set as follows:

- **Cooling Months:** (roughly May/June through October/November) 76°
- **Heating Months:** (roughly October/November through May/June) 68°

**Sound Masking:**

Sound masking (or noise cancelling) has been incorporated into the design of the building to help mitigate noise that can travel through open areas and enclosed offices.

Through the careful adjustment by an acoustician the sound masking system is designed to cancel noises that emanate from open area to private office and from private office to open area. The system is set up so that the open office areas are set higher in volume than enclosed offices, as there is generally more noise produced in an open, shared area. Each department will be assigned two zones, one for enclosed offices and one for open office areas. Currently, out of a volume range of 30 the system is set at a volume setting of 2 for enclosed offices and a volume setting of 8 for open office areas. The zones are controllable by facilities though the request of the department administrator only.

**Building Access and Security**

Employees should wear their URMC IDs at all times while in the SRB. In accord with the rest of the Medical Center, The Saunders Research Building will be open to all faculty, staff, and visitors between the hours of 6am – 8pm, Monday through Friday. A URMC ID will be required to gain access during non-business hours. The building can be accessed through the south and north entries, at either end of the atrium. The entry at the west end of the 1st floor corridor will act as an employee-only entrance and will require a
URMC ID at all times. Stairwell and elevator access to floors 2-4 will be open between the hours of 6am-8pm, Monday through Friday, but will require an authorized URMC ID (building occupant or approval from department) during non-business hours. Departmental suite access is determined and controlled by each department, respectively. Security will make regular rounds around the SRB grounds. There are 2 blue light phones located around the building, as marked on the attached site plan. As with any building on the URMC campus, if you should witness any suspicious activity please notify security immediately at x53333.

**Overhead Paging:**
Overhead speakers have been installed throughout the building to relay emergency notifications and codes from the page office. In an effort to keep distraction to a minimum, these speakers will not relay routine messages ie. “Will Mrs. Smith please meet her family in the waiting room?”

**Mail and Deliveries:**
The Saunders Research Building, as a stand alone building separated from the main URMC campus, requires the use of two different zip codes: one for mail and one for deliveries. Mail deliveries for the Saunders building will still be routed through the URMC Post office, and thus the mailing address must tie to the 14642 Medical Center zip code. For deliveries, on the other hand, private carriers such as FedEx and UPS will deliver directly to the building, thus using the corresponding building zip code, 14620. The address for the Saunders Research Building is as follows. Please note the specified use of the zip codes:

Occupant Name  
Room Number  
Department Name  
University of Rochester Medical Center  
265 Crittenden Blvd  
CU 420XXX (XXX = departmental box number)  
Rochester, NY

FOR MAIL: **14642-0XXX** (xxx = departmental box number)  
FOR DELIVERIES: **14620**

The Receiving department will receive deliveries at the SRB loading dock and deliver them directly to departmental suites. For departments that chose to, mail will be couriered from the Medical Center Post Office to the central mailroom in the Saunders
Research Building, located in the basement (B.014, as highlighted on the attached plan). Medical Center administration will cover the cost to deliver mail to the Saunders Building once per day. If additional deliveries are needed, department administrators should contact Bill Orel at x52001. Each department has been designated with a locked mailbox in the SRB mailroom. It is the responsibility of each department to retrieve mail from the central SRB mail room and redistribute it to the departmental mail rooms.

Environmental Services
- General Housekeeping services on all floors are completed M-F, 2:30pm – 11:00pm. Common area and desk side general trash is picked up every other day over each 2 week cycle; M-W-F-T-TH.
- Recycling responsibilities begin at the user level; all recycling is to be brought by the customer to a common collection point where labeled totes are stationed and serviced by ES. Additional desk side courtesy recycling receptacles, trash cans, and copier station recycling bins are available upon request. Most recycling is collected into 3 separate waste streams: 1. Glass/Plastic/Cans 2. Paper/Cardboard 3. Confidential Documents (premium pay service/312 Req.) For Information regarding the disposal and recycling of electronics, toner/ink, battery, etc. please refer to the University Sustainability Website at: [http://www.rochester.edu/sustainability](http://www.rochester.edu/sustainability).
- Floor care and carpet maintenance services are performed M-TH, 8:30pm – 7am (spills on carpets and terrazzo should be called in immediately for cleaning/extraction to prevent permanent stains/damage).
- Blackboards and whiteboards must be erased by the customer, prior to ES thoroughly cleaning and wiping.
- Special requests, questions, and concerns may be called in to your area ES Supervisor, or SMD's Main Office at 275-9203; work orders and 312 requisitions may be mailed to Box 313

Conference Rooms:
The SRB features multiple conference rooms available for use by the URMC community. The following conference rooms will be scheduled by the Office of Educational Resources (OER), and can be reserved by calling OER at 275-7666, or by sending an email to ResourceScheduler@urmc.rochester.edu:
- First floor: 1301, 1402, 1404, 1406, 1410, 1412, 1416
- Second Floor: 2420A, 2420B
- Third Floor: 3434A, 3434B, 3432
- Fourth Floor: 4414A, 4414B, 4412
A document detailing the equipment in each of these conference rooms is included in the appendix. Departments on floors 2-4 will be given precedence in the scheduling of the conference rooms on their respective floors.

Conference rooms within departmental suites will be scheduled by the department; the department administrator should be contacted to reserve these rooms.

**Recording Studio:**
A recording studio on the first floor is pending fit-out; details will be forthcoming.

**Research Participant/Navigator/Observation Room**
Room 1.414 is a small room on the first floor’s main corridor which is provided with a one-way window into the adjacent conference room for use in the observation of focus groups and other aspects of qualitative research. It can be reserved for this purpose. The room will also have a curtain over the window and will be used as a resource center for visitors and participants in URMC research studies. It will be furnished with computers and shelves accessing the research studies currently recruiting subjects at URMC.

**Parking:**
Saunders Research Building Parking lot (Lot 14) is a pay lot reserved primarily for Patients and Visitors. Employees working in the SRB are assigned to parking lots throughout the Medical Center campus. The drive loop in front of the SRB is reserved strictly for pick-ups and drop-offs; No parking or standing is permitted at this location. There are two 15-minute parking spaces to the left of the trash compacter at the loading dock, directly in front of the ramp into the building.

**Lactation Station:**
The CRC Satellite is temporarily available to women who need a private space. A bathroom and sink are located within easy reach. There are no breast pumps available or a refrigeration to store breast milk. Please contact Kathleen Jensen (275-0674) or Mary Little (275-0653) to gain access. A permanent location will set-up in Helen Wood Hall starting in the late Fall of 2011.

**Bicycle Storage**
There are several bicycle racks located at both entrances to the SRB.
West Winds Café
• Providing healthy fresh made to order breakfast and lunch
• Catering is available
• Hours of operation 7:30 AM to 2PM.

Nutritional Advisory Committee
• A committee of nutrition experts was formed in the summer of 2011 in conjunction
  with West Winds Café to create a healthy eating environment at the Saunders
  Research building and developing a corporate culture where healthy food is valued
  and accepted. A major goal is to provide an identifiable icon which will assist one in
  selection of healthy food choices.

Scheduling and Arrangements for Large Groups (Use of the Atrium)
• Please contact the office of Educational Resources at 275-7666.

Leadership in Energy and Environmental Design (LEED) Features

Several environmentally sustainable features were incorporated into the design of the
Saunders Research Building. The URMC is in the process of applying for Leadership in
Energy & Environmental Design (LEED) certification; the building will likely be awarded a
Silver level certification, and perhaps even Gold. Some of the sustainable design
features are listed below. For additional information, please see the sustainability-
related materials in the appendix:

  o A shallow, East-West orientation allows light to penetrate deeper into the
    building, taking advantage of more passive lighting and heating systems.

  o A porous, versus traditional asphalt parking lot allows runoff from cars and
    other pollutants to filter through the specially-designed filtration system
    pavement instead of running off into the sewer and polluting our water
    systems.

  o For those that choose active transportation such as biking or running for their
    commute to work, there are showers located on the first floor. A new shower
    will also be added to the first floor of Helen Wood Hall.

  o A bioretention facility, or “Rain Garden”, will be located in the green space
    between the SRB parking lot and Kendrick Road in an effort to capture
    additional run off. Native and adaptive plantings will be used throughout the
    SRB landscape, eliminating the need for irrigation.
o High efficiency and low-flow plumbing fixtures provide a 30% reduction in water use compared to building of the same caliber.

o Enhanced glazing and insulation, an exhaust heat recovery system, and high-efficiency HVAC motors, among other energy-conserving measures, allow the building to perform 15% above the standards required by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)

o Daylight sensors allow artificial lighting to dim in response to bright days, keeping a consistent level of light throughout the building and conserving energy that would otherwise be need to power artificial lighting.

Building Policies

Furniture:
The Program Administrator for each department is responsible for the replacement of furniture that was purchased by the project in the event that it is lost, damaged, or relocated from its assigned space. Requests for the relocation of furniture should be directed to the Space Planning Office. If furniture is found to be broken, please contact Heidi Paris at 273-5707 as the item may be under warranty.

Art Work:
Departments are permitted to mount art work on walls within suite bounds. Please contact facilities to coordinate this work. Requests to mount art work outside of the departmental suite (excluding the designated display case areas) should be directed to the Space Planning Office.

Display Cases/ Bulletin Boards
The display cases located in the main corridors on each floor have been assigned to the departments located on those floors. Departments are free to post publications, posters, and other research related visual displays within these cases. The display cases on the first floor are monitored by the CTSI Directors’ office; please contact Katie Libby at 275-0656 for posting approval and access to these cases.

The cork boards located in break rooms on floors 2-4 are available for posting. No approval is necessary.

Plants and Live Furnishings
No plants are permitted in the public areas of the SRB. Occupants are free to have plants within the departmental suite.
Break Rooms

Break Rooms are provided on floors 2-4 of the SRB for occupant use. Cleaning of the refrigerators, microwaves, and other appliances within the break room will be the responsibility of the departments; department administrators are responsible for developing a cleaning schedule. As to allow maximum utilization of the refrigerators, please do not leave large lunch boxes, coolers, or other large containers in the shared refrigerators.

Approved Electrical Appliances:
A list of approved appliances can be found on the University of Rochester Environmental Health and Safety Unit web site at [http://www.safety.rochester.edu/fire/MC-SMH/URMC-SMHfire.html](http://www.safety.rochester.edu/fire/MC-SMH/URMC-SMHfire.html). If you should have any questions regarding whether or not an appliance is approved, please contact Kathy Weaver.

Important Contacts:

- Facilities & Services.................................................................273-4567
- Space Planning.................................................................275-4037
- Campus Planning, Design, and Construction Management.................275-0717
- Office of Educational Resources.............................................275-7666
- Environmental Services......................................................275-6255
- Recycling & Waste Management...........................................275-3666
- SRB Receiving....................................................................(TBD)
- Copy Center..........................................................................275-3879
- Post Office............................................................................275-2630
- West Winds Café at the SRB.....................................................275-1462
- CTSI Directors’ Office:
  - Thomas A. Pearson, MD, MPH, PhD, Director of CTSI....................275-0698
  - Thomas T. Fogg, MS, MPH, Executive Director for Operations.........275-0684
  - Kathleen Jensen, Executive Director of Finance.............................275-0674
  - Eric P. Rubinstein, JD, MPH, Director, Office of Investigator Services ...275-0741
Appendix

1. Annotated Floor Plans
2. Conference Room equipment and information
3. Saunders Research Building department administrators contact list
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<th>Ceiling Mount Screen</th>
<th>Projector</th>
<th>Computer</th>
<th>Speakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1301</td>
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