

Weber State University
Shepherd Union Building
Building Manager Handbook

Updated: October 2012

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Contact List

Union Administration

Bill Fruth	801-710-5065 or 801-626-7641
Monika Rodie	801-510-5363 or 801-626-7108
Nikki Nicholas	435-225-5047 or 801-626-7850
Donnie Ruth	801-726-6191 or 801-626-6680

Building Managers

Building Manager Cell Phone	801-725-4733
Allison Scheel	801-719-0421
Brad Greenfield	801-391-1490
Kyle Rollins	801-668-4787
Michelle Paul	801-648-3809
Shiann Lindsey	

Custodians

Custodial Cell Phone	801-540-6834
Sime Coleman	801-726-5543 or 801-626-8176
Ian Carmichael	801-458-5961
Scot Hamilton	
John Gilchrist	801-388-7253
John Gibson	801-627-7288
Russ Reeder	801-430-5822

Maintenance

Scott Thompson	801-388-8982 or 801-626-6930
Zack Robbins	801-644-1323

Scheduling, Events, and Conferences

Chad Mosher	801-725-3807 or 801-626-8539
Woodie Slaughter	801-540-2687 or 801-626-8732
Mackenzie Olsen	801-866-6140 or 801-626-7871

Computer Lab

Carey Anson	801-510-9810
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Student Leadership/Development

Nancy Collinwood	801-388-6100
Aaron Newman	630-335-2874
Mike Moon	435-590-7779 or 801-626-6890
Jackie Edwards	801-626-7287

Center for Diversity & Unity

Adrienne Gillespie	801-725-7698
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University Dining

Keith Murray	801-647-8855
Gwen Haycock	801-940-6061
Jessica	
Tara Avery	

Bookstore

Bookstore	801-626-6352
Tim Eck	801-510-0708
J.L. Stoffers	801-791-3600

Wildcat Lanes

Wildcat Lanes	801-626-8987
Fred Meaders	801-389-7948 or 801-626-7984

Housing

RA Cell Phone	801-510-9697
UV Main Office	801-626-7275

Emergency Services

University Police Office	801-626-8925
Police Emergency	801-626-6460
Ogden Animal Services	801-629-8244
Poison Control	800-222-1222
Police and Fire Department	911 (dial 9-911 if using a campus phone)
Rocky Mountain Power	877-508-5088
Fire Marshal Dennis Montgomery	801-510-9727 or 801-626-7062

Miscellaneous

Thyssen Krupp	801-908-7433
Heating Plant	801-626-6693

Viron Lynch
Chip Coleman

435-225-5590
801-626-6552

Building Manager Description

Job Description

Building managers for the Shepherd Union Building are responsible for supervising building operations during the evening, weekends, and some holidays. The building managers are representatives for the Shepherd Union Building administration and staff when they are not present. The building managers are responsible for enforcing building policies; securing the building at night; opening/closing the building appropriately; communication with other departments; and providing general, setup, and technical assistance for scheduled events.

The building manager lead is the senior building manager responsible for coordinating the two-week schedule with the SEC office to determine the need for additional staffing, event setups, and extra information for scheduled events. The lead also prepares and distributes the monthly work schedule for building managers and coordinates bi-weekly meetings with all building managers, the building manager direct supervisor, and any other staff as needed.

The building manager direct supervisor is Monika Rodie, Associate Director of the Shepherd Union Building.

Requirements

Able to lift at least 50 pounds.

Able to manage basic technical setups.

Able to work extended shifts. Sometimes event cleanups will run several hours past closing time and the end of the shift. The building manager will need to stay until the cleanup is completed and the building is secure or until the morning supervisors arrive.

Able to use critical thinking and problem solving. Due to the nature of our work, many times you will encounter unusual situations for which no policies directly apply. A building manager needs to be able to ensure existing policies are upheld while providing good customer service.

Able to be self-motivated. As administration and other staff are generally not present during your shift, you are responsible for ensuring your responsibilities are met.

Able to prioritize. Quite often you will be responsible for several events running at the same time.

Responsibilities

Locking and unlocking rooms for events

Opening/closing the building

Checking off AV equipment on the checklist

Securing the building at night

Putting away building equipment to its proper place

Building Manager Policies

Building managers are required to uphold a professional appearance and attitude at all times in accordance with the following policies.

Dress Code

For every day wear during normal shifts, all building managers are required to wear a Weber State University shirt and name tag at all times. Work shirts should have the W crest and say either Shepherd Union Building or Weber State University. Tank tops are not allowed.

Building managers should wear either jeans or khakis. Shorts and capris of any length are not appropriate attire. Skirts are also not appropriate due to the type of work we do. All clothing should be neat and clean, free of holes and stains, and all shoes must be close toed for your own safety. Flip flops and sandals are not allowed.

During the winter, jackets may be worn, but they must be Weber State University wear, and you must display your nametag on the front so it is clearly visible.

Hats are not allowed unless they are Weber State University hats.

Some events will require more formal wear, which is a Weber State University dress shirt, black or khaki slacks, dress shoes, and name tag.

Visitors

Personal visitors should not be behind the Information Desk and should not distract you from performing your job or providing appropriate customer service. This also applies to the Information Desk attendants. Should an attendant have a visitor behind the desk while he/she is working, you have the authority to ask them to leave.

Cell Phones

Building managers are required to carry and answer the building manager cell phone for their entire shift. Should you miss a call, call them back as soon as you are able. Personal cell phones should not be used in front of clients and should not distract you from your work.

Headphones

Building managers should not wear headphones at any time during their shift.

Building Equipment

Use of building equipment for personal use without express permission from a supervisor is strictly prohibited and may result in disciplinary action.

Disasters

During the event of a disaster emergency requiring assistance of emergency personnel, stay calm and call campus police (ext. 6460) or 911 (if dialing from a campus phone, dial 9-911). Speak calmly and clearly and include the following information:

- Your name
- Your location and contact number
- The nature and location of the emergency

If requested, the physical address for Weber State University is the following:

3848 Harrison Blvd
Ogden, UT 84408

Specify that you are in the Shepherd Union Building, which does not have a separate physical address.

For further generalized information concerning emergencies, refer to the *J. Farrell Shepherd Student Union Employee Handbook* under the section “Safety and Emergency Procedures General Instructions.”

Emergency Contacts

Campus Police: 801-626-6460
Heating Plant: 801-626-6693
Ogden Animal Services: 801-629-8244
Poison Control: 800-222-1222
Police and Fire Department: 911 or 9-911 if using a campus phone
Rocky Mountain Power: 877-508-5088
Fire Marshal Dennis Montgomery: 801-626-7062 or 801-510-9727

If the disaster is severe, then in addition to emergency contact resources, contact Monika Rodie 801-510-5363 and custodial staff as needed. See the “Contact Information” section for phone numbers.

Active Shooter

1. Immediately contact campus police 801-626-6460 or 911 (if using a campus phone, dial 9-911).
2. Your primary concern is your own safety and the safety of those around you. If it is safe to do so, evacuate the building. If not, find a secure place to wait until the threat is neutralized.
3. If emergency personnel approach you, put your hands in the air and make yourself as nonthreatening as possible. Do not make any sudden movements to prevent being mistaken as a threat.

Bomb Threat

Updated 10/1/2012: See the back of the handbook for university-approved bomb threat checklist and call procedures.

In the event a bomb threat is called in:

1. Stay calm and attempt to get the following information:

- Where is the bomb?
- When will the bomb go off?
- What type of bomb is it, and what does it look like?
- Why was the bomb placed?

2. Record the time and date of the threat.

3. Attempt to identify the age and gender of the caller.

4. Note the caller's speech pattern (fast, slurred, slow, accent, etc.), background noise, whether he/she is familiar with the location, etc.

5. Call the police immediately.

6. Notify building administration.

7. Follow the instructions of the police and aid in evacuating the building.

In the event a bomb threat is written, given in person, etc.:

1. Stay calm, and follow the instructions for a call-in as it applies.

2. Also note the method of delivery (if delivered by a person, note physical attributes of the individual).

3. If any item(s) is involved, minimize contact with the item(s) and keep in a safe place to give to police.

Crowd Control

There are certain areas designated for free speech demonstrations throughout campus. Free speech groups are allowed to gather in those areas according to group size.

When directing a crowd, stand in a visible place and speak in a calm, clear manner. Give appropriate directions using words and hand signals as well as a reason for the move.

In the event of an evacuation:

1. Direct people away from the hazard and out through the nearest available safe exit.

2. Once everyone is out of the building, secure your area as assigned.

3. Gather at the predetermined staff relocation area for further instructions.

Earthquake

Indoors:

1. Drop, find cover, and hold on. If you cannot find cover, then take shelter against an interior

corner and cover your head and neck with your arms.

2. You are at greatest risk from falling or flying objects. Keep away from windows and take shelter near interior walls.

3. Once the shaking has stopped, immediately evacuate the building.

4. If there are people trapped or if there are serious injuries, contact emergency services. The phone lines may be busy when you call, but stay on the line until they can help you.

Outdoors:

1. Keep as far away from buildings as possible.

2. Once you are in the open, stay where you are until the earthquake is over unless you are at risk from falling objects.

Do not light any open flames, and do not do anything that can cause a spark as there may be gas leaks.

Electrical Emergency

In the case of a downed line or open wire:

1. Cut the breaker to the area if you can safely do so.

2. If the incident is in the building, call Scott Thompson 801-388-8982. If it is outside of the building, call Rocky Mountain Power 877-508-5088 and have them shut off the power to the affected area.

3. Keep away from the area and ensure others stay away as well. Barricade the area off if possible.

Extreme Weather

Extreme weather generally refers to snowstorms or windstorms. Usually, Code Purple will issue a warning ahead of time and will alert you to a campus closure.

In the event of campus closure:

1. Evacuate the building.

2. Lock down and secure the building.

3. Make a note of it in your report.

4. Leave.

In the event you are in the building during extreme weather:

1. Direct people in the building to shelter in place at safe areas. Safe areas include the lower floors and central areas away from exterior walls and windows.

2. Cordon off dangerous areas using stanchions, furniture, and whatever else you have available.

3. If you are trapped within the building overnight, gather those left in the building into a central location such as room 203B (the Union Administration and Business Office behind the Information Desk). Blankets are stored in the Lost and Found.

Fire

In the event of a fire alarm:

1. The overhead system will advise people to leave the building in an orderly fashion. The system also alerts the police and the fire department.
2. As a member of the Shepherd Union Staff, you should inform anyone you pass on your way out of the building through the nearest exit that it is not a drill and that they should leave. That is as far as your responsibility goes. You are not responsible for getting people out of the building. Do not stay in the building longer than necessary.
3. Once outside, get far enough away from the building that it will not fall on you in the event of an explosion. There are four assembly areas after evacuation:

South – Browning Center Circle

North – Belltower Plaza

Northwest – Bookstore Plaza

East – Stewart Library

4. The fire marshal and/or emergency personnel will let you know when it is safe to reenter the building.

If you witness the beginning of a fire:

1. Contact emergency personnel and/or activate the nearest pull alarm to trigger the fire alarm system.
2. Grab the nearest fire extinguisher, pull the pin, aim the extinguisher at the base of the flames, squeeze the handle, and sweep the extinguisher back and forth until the fire is out or the extinguisher is empty. Fire extinguishers are located on every floor of the building.
3. If you fail to put the fire out, evacuate the building and await arrival of emergency personnel.

Fire Alarms:

The Shepherd Union Building is equipped with two types of fire detection systems: heat detectors and particle detectors.

Many things can trigger the particle detectors when there is no actual fire, and care should be taken during set-ups to avoid triggering them. This includes unattended popcorn machines, particles from aerosol cans, smoke machines, etc. In rooms with particle detectors, these items should not be used at all. Smoke and fog machines are never allowed.

The heat detectors are more accurate and only go off if the red sensor is broken or melted. Avoid hitting heat detectors with any items or overheating them.

Flames:

Open flames are not allowed in the building unless given direct permission by the fire marshal. This includes candles, floating paper lanterns, and cigarette lighters.

Smoking is never allowed in the building (this includes smokeless and vapor cigarettes).

Flooding

1. Limit the movement of the water as best you can by blocking the flow so it stays in one area to prevent further damage. Ensure that there are no electronics near the water. If electronics are near the flooded area, shut off the breakers to that area.
2. Call Scott Thompson 801-388-8982. Depending on the leak, it may also trigger the fire alarm and the fire department.
3. Locate the water main and shut it off (Scott Thompson can help walk you through the process).
4. Call Monika Rodie 801-510-5364.
5. Begin cleaning up as soon as possible to minimize damage. If necessary, call in main custodial staff and the other building managers to help clean up. If the flooded area is carpeted, locate a carpet extractor. If the area is tile, locate a wet/dry vacuum and mops. This equipment can be found in the main custodial office and many closets.
6. Wait for the arrival of Scott Thompson and other staff or emergency personnel as needed.

Medical Emergency

In the event a patron is injured:

1. Alert emergency personnel immediately. If you can, have someone else do it so you can stay with the victim. Also alert building administration.
2. Keep the individual as safe and comfortable as possible to the best of your abilities. Do not move him/her unless safety is an issue. There are some first aid supplies at the Information Desk and blankets in the Lost and Found.
3. Stay with the injured person until help arrives.

In the event you are injured:

1. Notify your supervisor immediately. WSU provides all employees with workers compensation insurance for work related injuries.
2. If the injury is life-threatening, call 911 (if using a campus phone, dial 9-911).
3. Refer to the *J. Farrell Shepherd Student Union Employee Handbook* under the section "Safety and Emergency Procedures General Instructions" for information concerning non-life threatening injuries, blood borne pathogen exposure, and all other injuries.

The nearest AED is located in the administration building.

Personal Threats

1. Remain calm, and call campus police 801-626-6460 or 911 (if using a campus phone, dial 9-911).
2. If you are not familiar with the individual(s) who are issuing the threat, memorize details that

may help in later identification (speech patterns, height, eye and hair color, clothing, gender, age, etc.).

3. Fill out an incident report.

Robberies

In case of armed robbery:

1. Contact the police immediately.
2. If you are present during the robbery, note the suspect's physical attributes (age, gender, height, weight, clothing, hair, skin, etc.).
3. Keep other people in the building away from the scene. Safety of yourself and others is your main priority.
4. Contact building administration. If it is a robbery in the bookstore, contact Tim Eck 801-510-0708. If it is in Sodexo areas, contact Keith Murray 801-647-8855. Then contact Monika Rodie 801-510-5364.
5. Review camera footage.

In case of missing equipment:

1. Check the set-up lists to see if it is being used somewhere.
2. Contact custodial staff currently in the building to see if they know where it is.
3. Then contact scheduling staff.
4. Perform a room-by-room check for the equipment.
5. Contact Monika Rodie 801-510-5364.
6. Contact police.
7. Review appropriate camera footage.

If you see any suspicious activity, report it to your supervisor or contact the campus police.

Wild Animals

In the situation where a wild animal becomes trapped inside the building, assess the threat level to determine whether or not the animal can be safely approached and possibly captured and/or guided back outdoors without the aid of professional animal services. If you determine the need for such services, contact Ogden Animal Services 801-629-8244. If the animal is dangerous, try to contain it to one area of the building and evacuate accordingly until Ogden Animal Services arrives.

Frequent Issues

This section outlines procedures and recommendations concerning frequent issues that building managers may encounter while working.

Accommodating Groups

Decisions regarding groups are made at your discretion. Use your best judgment, common sense, and the building policies for guidance.

Groups with reservations:

If a group asks for something not listed on the setup and it is a reasonable request, do your best to accommodate them.

If a group asks for something that will require an extra charge, an unreasonable amount of time, a greater amount of staff than working, or something that is against building policy, politely explain the charge, the time frame, or the policy. If they agree to the charge or time frame, proceed at your own discretion and make note of it accordingly.

If the group is persistent in violating a policy, you may need to contact the fire marshal, Chad Mosher, or Woodie Slaughter for advice or backup.

Groups without reservations:

If a group comes in requesting use of a room and they do not have a reservation, accommodating them is entirely at your discretion. If you can easily accommodate them, it is up to you. If you cannot, politely inform them that there is no available space and recommend they contact the SEC office to schedule a room for the future.

Waitlist:

On busy days, some events may be waitlisted if more than one group has scheduled a room during the same time period. Waitlisted groups will almost always have been informed of this by email beforehand, and their status will be indicated in the schedule. You are not obligated to accommodate a waitlisted group unless specifically told otherwise by the SEC staff. The scheduled event takes precedence.

This also applies to groups set as tentative.

Contact the SEC staff if there are any questions or concerns.

Bikes, Scooters, Skateboards, etc.

Unless they are needed for medical purposes and the owner can provide appropriate documentation, such things as bikes, scooters, skateboards, roller skates, etc. are not to be used

in the building. Guests can walk or carry such items with them through the building, but if they try to ride them, you can ask them to stop or leave.

Bookstore

In the event that the bookstore alarm is activated after hours, the police will automatically be alerted.

In the event that you find the bookstore alarm has not been set while you are locking the building for the night, either contact the campus police 801-626-6460 or Tim Eck 801-510-0708.

If an employee asks you to let them into the bookstore because of a forgotten item, etc. after the bookstore has closed, have them contact Tim Eck or their supervisor or have them wait until the bookstore opens next. Do not try to let them in. You will set off the alarm.

Doors Failing to Lock

For exterior doors:

If all exterior doors fail to lock, use your swipe card on the north atrium doors to lock the building. If a single door or several doors will not lock, contact Zack Robbins 801-644-1323.

If it is one of the four exterior doors on the first floor, then you may need to use an Allen wrench to lock them. There is an Allen wrench on the building manager keychain that has the keys for the sound systems.

For interior doors:

If an interior door fails to lock appropriately, consider the following:

1. Sometimes, the interior door locking mechanism gets stuck. On the inside of the wooden doors, there is a thin, vertical metal bar close to the edge. Manually move it up and down to try to activate the locking mechanism.
2. If that does not work, secure the door as best you can using zip ties or whatever you have available to you.
3. Place a work order as outlined under Submitting Work Orders.
4. In your report, make a note of the issue and that you submitted a work order.

Computer Lab gate:

In the event that the mechanical gate enclosing the computer lab fails to lower, do not try to force it. Contact maintenance immediately by calling either Scott Thompson 801-388-8982 or Zack Robbins 801-644-1323.

Elevators

Each elevator has a corresponding mechanical room where the On/Off switch and circuit control box is located. The locations of the mechanical rooms are as follow:

East Elevator – back of the custodial closet northeast to the elevator on the second floor.

Atrium Elevator – below the elevator on the first floor in the kitchen.

Maintenance Elevator – first floor next to the exterior loading dock doors west of the kitchen.

West Elevator – east of the elevator on the first floor.

Sometimes, an elevator will stop working. (For example, the maintenance elevator will reset itself if it is propped open for too long, and it needs to be manually reset in order to start working again.) To reset the elevator, go to its corresponding mechanical room, switch the elevator off, wait several minutes, and then switch it back on. In the event this does not work, contact the Heating Plant 801-626-6693. If that does not resolve the issue or you cannot contact them, call Thyssen Krupp directly 801-908-7433.

Elevators should not be used in disaster situations. In these incidences, they may stop working at any time.

If items (such as keys) fall through the open space between the elevator and the floor and into the bottom of the elevator shaft, contact custodial staff for assistance in retrieval. There is an elevator door key in the custodial office on the third floor that can be inserted into the small hole in the front of the elevator door in order to open the door manually on the lower level, but another person is needed to hold the elevator on an upper level.

Food

All food brought in by events need to be approved by Sodexo and the SEC office if the food totals more than \$100 (this applies to campus-related organizations only; off-campus events must purchase their food through Sodexo). Building managers are to monitor events for food and make note of it in the SubOp report by clicking “yes” or “no” and adding a description in the comments. If the food is catered by Sodexo, a note of it is all that is needed in the comments section. If an event is not catered by Sodexo, the event should have a food exemption form signed and on record.

Key Problems

If your key gets stuck while locking/unlocking an interior door, press down on the central core and then try to pull the key out.

If a key breaks while in the lock and you cannot get it out, contact Zack Robbins 801-644-1323.

Pets

The only pets allowed in the building are those used for medical purposes unless the owner is given express permission by administration. The owner should be able to provide proof of medical need of the animal, or the animal should be clearly marked as such. If neither requirement is satisfied, then you have the authority to ask the owner to leave.

The Signpost Office and Student Involvement and Leadership Office

Many times during the semester, students will ask to be let into the SIL office or The Signpost office. Both offices provide an approved list of students who are allowed in the offices. This list, along with the list of approved staff for the radio station, can be found in the building manager office area. This lists change every school year when new students are elected and appointed into the SIL positions.

Most if not all of the students needing access to the office should already have keys or access to keys. If they request to be let in multiple times during the semester (i.e. on a weekly basis), you can let Monika know, and she will alert their supervisor.

Also, some student staff members have key card access into the building. If any of the student staff need to stay after the building has closed, they need to have key card access or supervision, or they need to be asked to leave.

If you have any questions or concerns over the use of the SIL office, contact Aaron Newman 630-335-2874.

Smoke and Fog Machines

Sometimes, groups will bring in smoke or fog machines for their event. This usually happens with dances. These machines are never allowed. They may set off the fire alarm. Ask the group to put the machines away, preferably outside the building to prevent further use.

Spills

In the event of a spill, contact custodial staff and guide people away from the area to avoid injury. If custodial staff is not available, retrieve a mop, bucket, and wet floor caution sign from a nearby custodial closet and do your best to clean up the spill.

In the event of a spill involving biohazard material such as blood, a biohazard clean up kit can be located at the Information Desk.

Submitting Work Orders

To submit a work order to maintenance, email maintenance1@weber.edu with the following information:

1. Indicate who you are in the email i.e. “My name is _____, and I am a building manager at the Shepherd Union Building.”
2. The location and nature of the issue i.e. “In the Shepherd Union Building Wildcat Theater, the northern door on the west side will not lock.”
3. Politely state if the work needs to be completed within a certain time frame i.e. “We would appreciate it if this is fixed by next Tuesday as we have a conference coming in, and they will be using that space.”
4. Remember to thank them for their work.

Tablecloths

Events will sometimes ask for the use of tablecloths. Tablecloths can be preordered through Sodexo and require an extra charge. If the event has not already ordered tablecloths, then we cannot provide them.

Radio Station

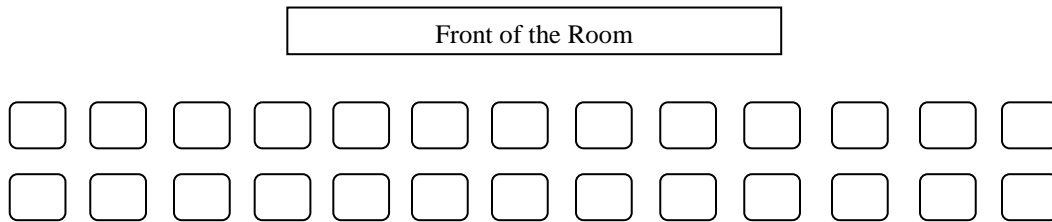
The radio station has several shows that run late into the night. Sometimes, the DJs need to stay past closing time. If the DJ has key card access to the building, remind him or her to check the door on the way out when he/she leaves. If the DJ does not have key card access, the DJ needs to leave when you do.

Room Setup Information

Types of Setups

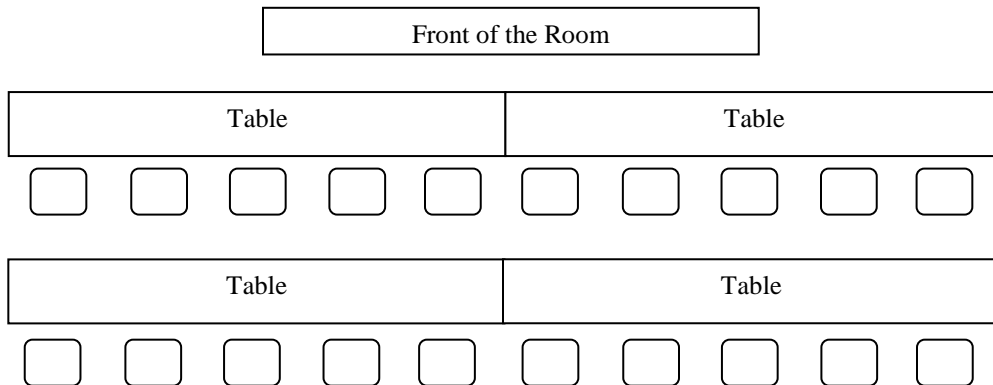
Theater

Set up rows of chairs facing the same direction towards the front of the room i.e. a screen or presenter. For large rooms like the ballrooms, an aisle down the middle may be necessary.



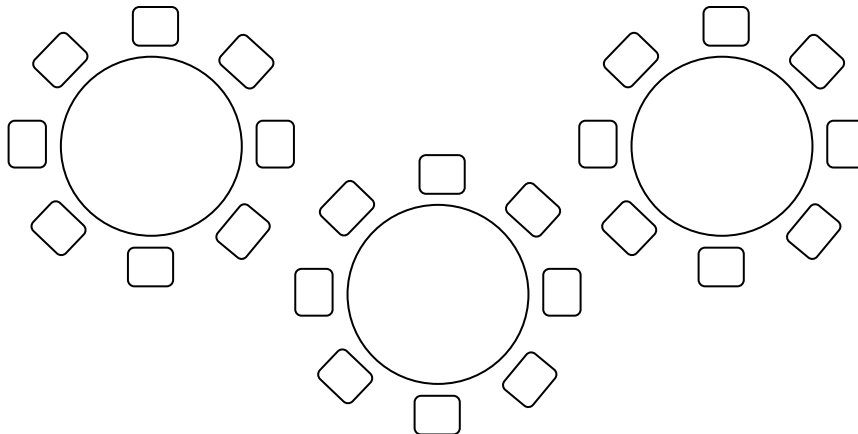
Classroom

Rows of long tables with chairs at each table facing towards the front of the room.



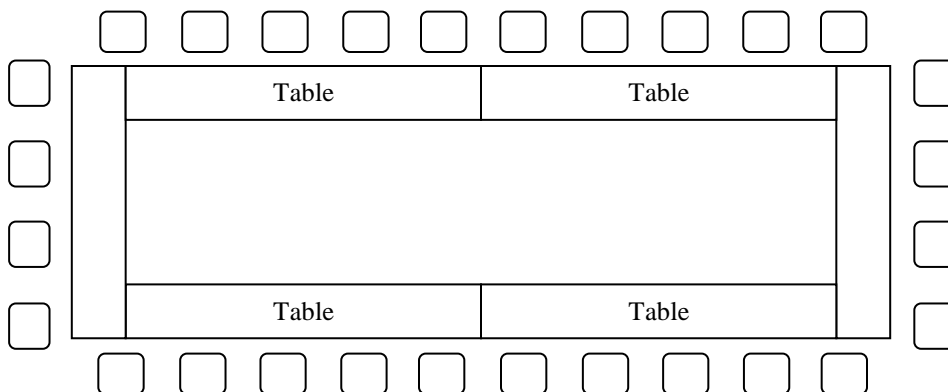
Banquet

Round tables with either six or eight chairs at each table dispersed evenly throughout the room.



Boardroom

Set up a long rectangular table in the center of the room with chairs around the perimeter.



Room Capacities

Room capacities according to setup can be found online:

<http://www.weber.edu/ConferenceServices/sec/union.html>

Photographers

Some events may bring in professional photographers (this also applies to such things as airbrush tattoo setups, oxygen bars, etc.). When they come set up, we need to ensure that they do not violate fire code by blocking hallways or doors. Usually, these events are in the ballrooms, so photographers may set up in the Mezzanine against the wall directly in front of the ballrooms, against the metal grating on the north side of the bridge next to the Quiet Study Lounge, or in an adjacent ballroom if it is empty. Furniture may be moved to accommodate them as long as the furniture is not moved into an area that violates fire code.

Fire Code

The fire marshal has provided a diagram dictating where tables can be placed in hallways accordance to fire codes. In general, for the main walkways, there must be 20 feet of clearance in the center of the walkways, and in smaller hallways, eight feet of clearance is necessary. Tables cannot be blocking any exits, especially emergency exits. In the Atriums, the tables must be within the white tile boundaries on the edges and not blocking any stairways or doors. When in doubt, contact Fire Marshal Dennis Montgomery at 801-510-9727 or 801-626-7062.

Equipment Setup Information

Portable Sound Systems

BAT

The BAT is our largest portable sound system. It consists of two units, the master and the slave. It is stored in the AV closet.

The Crate

The Crate is the second largest portable sound system and also consists of two units. It is stored in the AV closet.

The Rally

The Rally is smaller than the Crate and consists of two units. It is stored in the AV closet.

Blue Boy

The Blue Boy is one of the two small portable units that can be mounted on a stand. It consists of one unit. It is stored in the first floor closet next to the exit for the C-store along with its stand. This and the SOB are the preferred systems to use for outside events.

SOB

The SOB is the other of the two small portable units that can be mounted on a stand. It consists of two units and can be used outside. It is stored with the Blue Boy and the stands.

Sound System Policies

The only equipment that may be hooked into any of the sound systems in the union building are such items as laptops and mp3 players.

Such items as musical instruments, DJ mix boards, etc. may cause damage to the systems and are not allowed.

EMS

The EMS web client is the online scheduling database used by the SEC office. You can check it to see what events are scheduled, what paperwork they have been given and have completed, setups, etc.

It can be accessed through the following link:

<http://emsweb.ad.weber.edu/EMSWebClient/Login.aspx>

Username: buildingmanagers

Password: Managers0412

To access the daily schedule:

Reporting - Daily - Setup Worksheet

Then make sure you choose the SU - Daily for the report, then choose your dates and generate the report.

SubOp

The SubOp program is a channel that is added to your eWeber portal. New building managers should talk to Monika Rodie for access. This program is used to create nightly reports concerning certain areas of the building directly related to our job: events during our shift, money bag drop for the Information desk, work orders sent or special items needing attention, and any other general information of interest. This is used to communicate with administration and other departments.

It is filled out once at the end of every shift. On Saturdays, two reports should be filled out: one for the day shift and one for the evening shift.

Please ensure that you are putting the correct day. During the fall and spring, the report is generally not filled out until after midnight; you will need to change the date back to the appropriate day.

You can read past reports through the SubOp Reader, which is also in the same channel.

SubOp Support

If you are having problem with SubOp access, there may be a problem with the system. Contact Monika first. If she is unavailable, contact Chip Coleman 801-626-6552.

If SubOp is down when you go to make a report (as in it does not appear in your portal), log out and log back in to see if that fixes it. If it doesn't, send Monika an email with the basic information needed in the report and a note that the system was down.

Passwords

The passwords to log into the building manager office computer and the building manager GroupWise account are the same: Managers(*Month the password was changed*)(*Year the password was changed*).

Example: Managers0512

Passwords are to be changed regularly for security purposes. Usually, they are changed at the beginning of every month. If you try to log in and find that the password does not work, try to use the current or most recent month and the year in the above format.

Union Building Cameras

Server IP Addresses

Camera 1: 137.190.247.75

Camera 2: 137.190.245.111

Log-in Information

Username: admin

Password: *(Leave this blank. There is no password.)*

For camera support, call:

Global Surveillance

Preston: 801-529-0091

Other Information

The door leading into the camera server room (room number 319) needs to remain open during business hours to prevent overheating.