

GUIDE TO THE BUILDING

Mission Bernal Campus, San Francisco

3555 Cesar Chavez St SF 94110

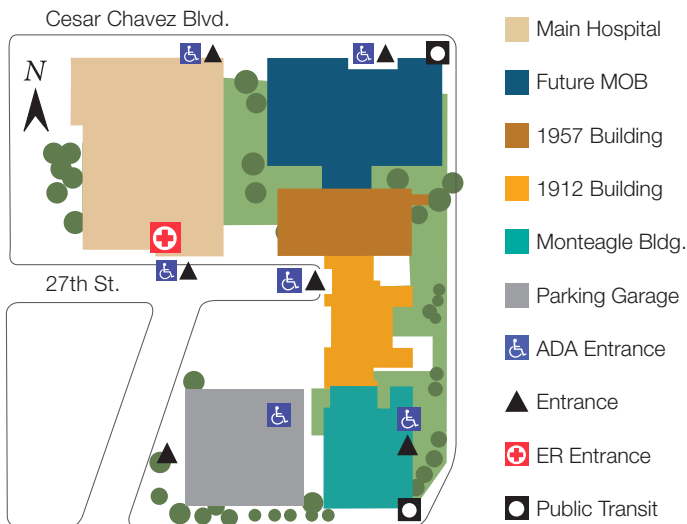
(415) 600-6000



[\(link to digital pdf\)](#)

Hours of Operation

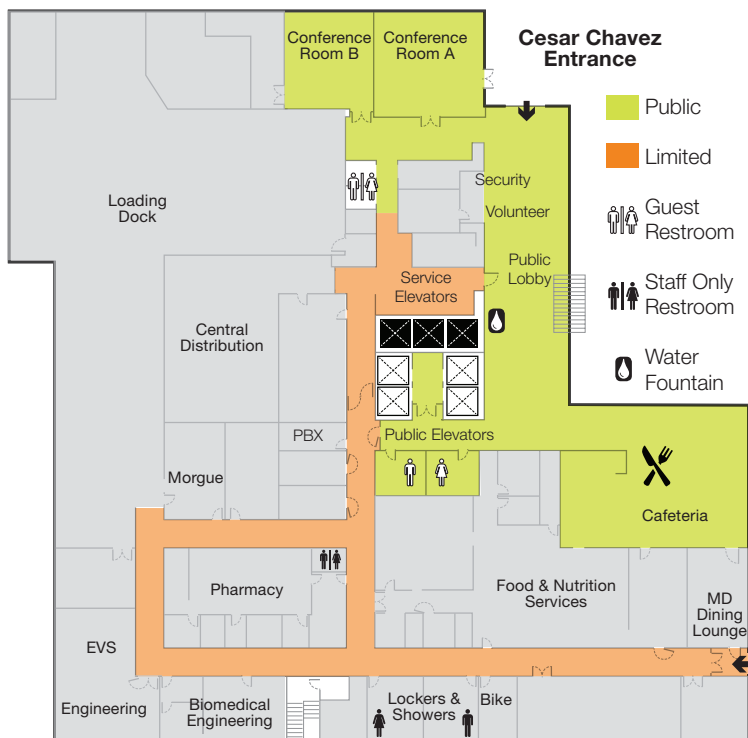
Hospital Entrances	5am–8pm M–F	Badge after hours
Emergency Entrance	24 hours a day	Open Everyday
Peet's Coffee Cart (Monteagle Building)	7:30am–3pm M–F	Closed on weekends
Cafeteria 1st Floor	6:30am–6:30pm M–F	Closed on weekends
Mail Room (1912 Building)	24 hours a day	Open Everyday
Walgreens Pharmacy (Monteagle Building)	9am–6pm M–F	Closed on weekends
Newborn Connection (Monteagle Building)	10am–4pm M–F 10am–2pm Sat	Closed on Sunday
Loading Dock/ Delivery Hours	5am–8pm / 7am–3pm	Other hours by appointment only



First Floor

First Floor Main Areas

- Bicycle Storage
- Cafeteria
- Cesar Chavez Entrance
- Conference as A & B
- Loading Dock
- Locker Rooms & Showers
- Pharmacy
- Physicians Dining/Lounge



Second Floor

Second Floor Main Areas

- Admitting/Cashier/Request of Information
- Ambulance Entrance
- Emergency Room
- Imaging
- Information Desk
- Meditation
- Trauma
- Waiting Area



Third Floor

Third Floor Main Areas

- Ambulatory Care Unit
- Operating Rooms
- PACU
- Sterile Processing
- Nursing Administration
- Ambassador Services
- Clinical Lab

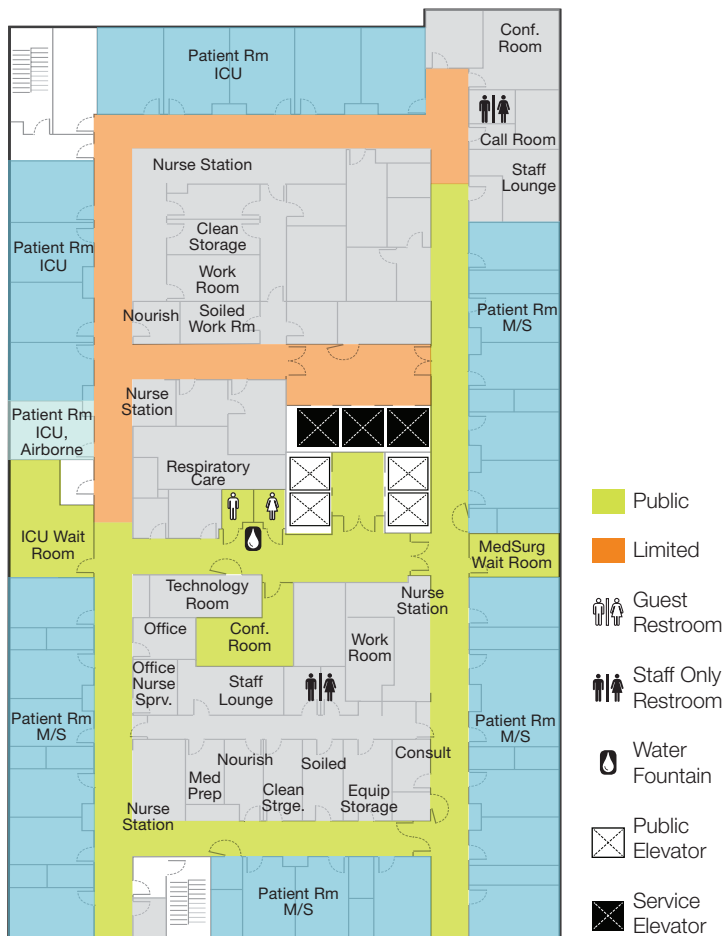




● Fourth Floor

Fourth Floor Main Areas

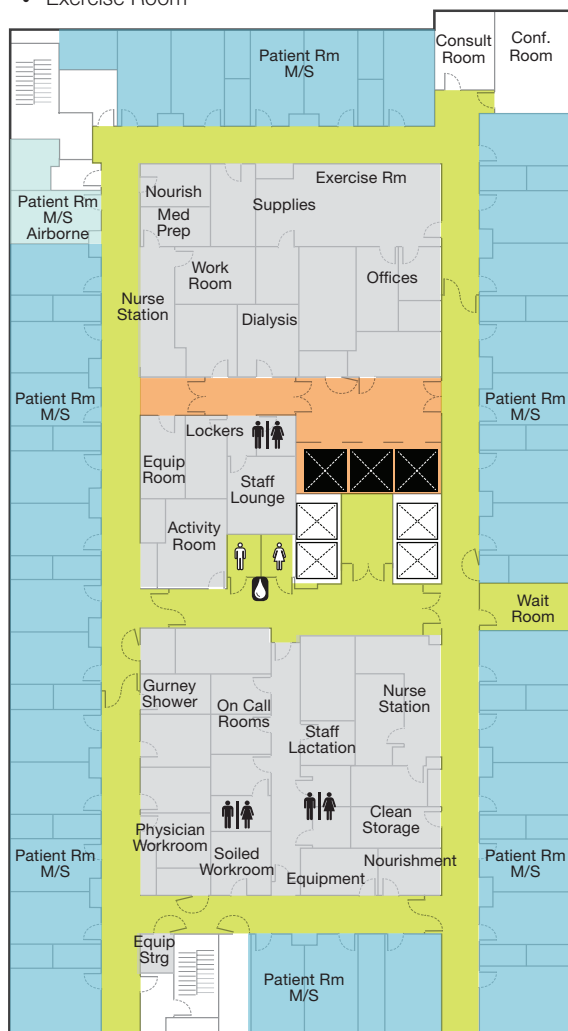
- ICU
- Patient Rooms
Med/Surg, ICU
- Respiratory Care



Fifth Floor

Fifth Floor Main Areas

- Med/Surg Patient Rooms
- Exercise Room



Public

Limited

Guest Restroom

Staff Only Restroom

Water Fountain

Public Elevator

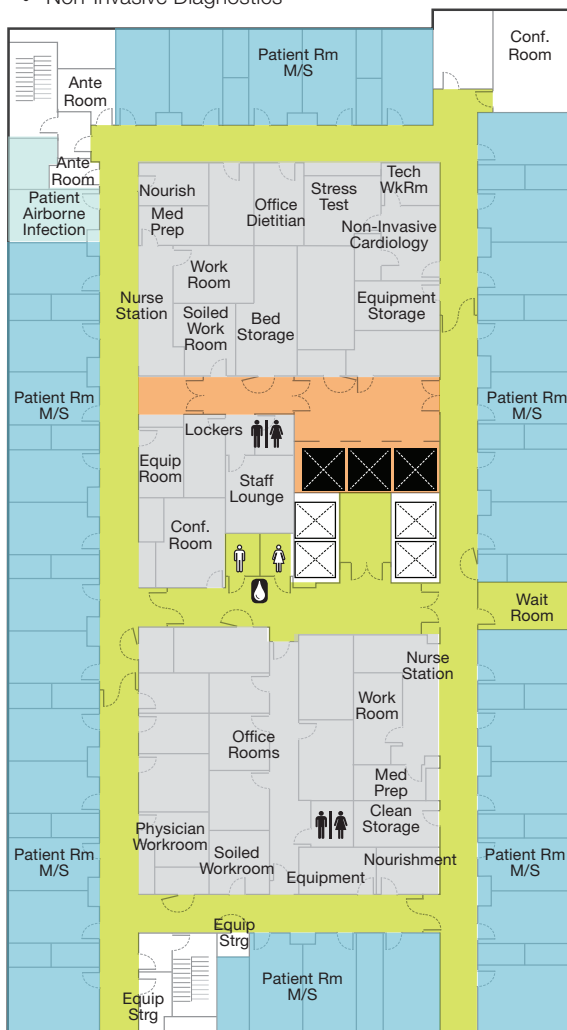
Service Elevator



Sixth Floor

Sixth Floor Main Areas

- Med/Surg Patient Rooms
- Non-Invasive Diagnostics



Public

Limited

Guest Restroom

Staff Only Restroom

Water Fountain

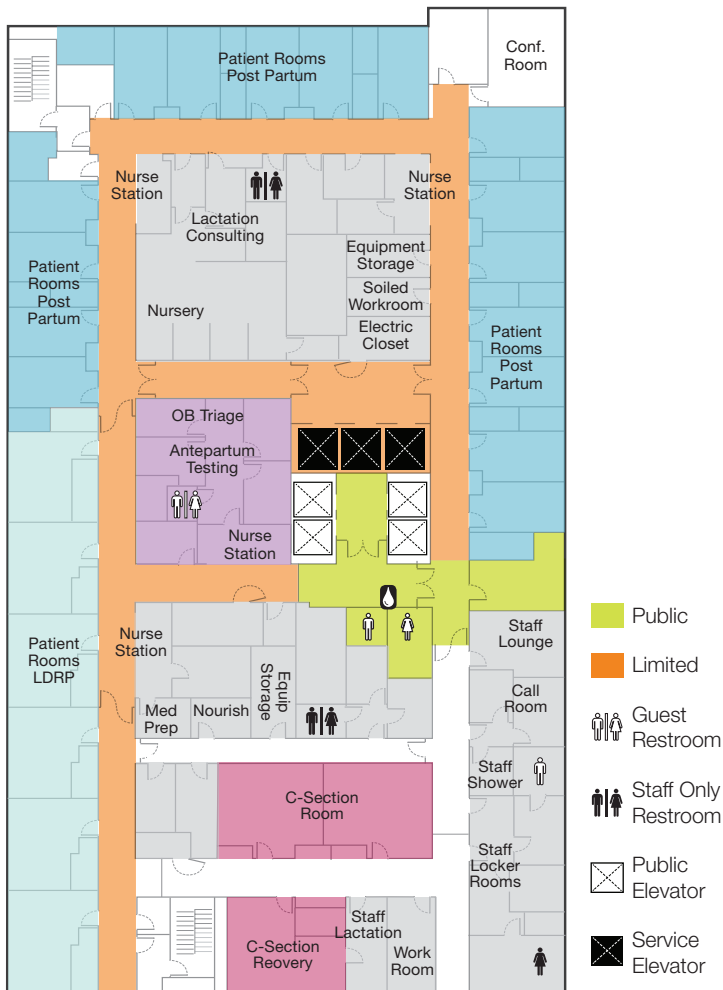
Public Elevator

Service Elevator

Seventh Floor

Seventh Floor Main Areas

- Antepartum Patient Rooms
- Birthing Center
- C-Section
- Labor and Delivery
- Well Baby Nursery





● Lockers, Bicycles, Elevators, Lost & Found

Staff Locker Usage

- Department manager is responsible for handling locker buddy assignments and distribution.
- All lockers will be day use only.

Bicycles & Locker Space

- All bicycles can be stored on the 1st Floor (badge reader access) – First Come First Serve
- Storage room is accessible via 1st Floor 27th St. or Cesar Chavez front entrance (through conference center corridor)
- Employees are encouraged to submit registration form in advance (to parking office) to secure space and program badge.
- No locker available - employees will required to store personal belongings in lockers on their floors
- All staff can use 1st Floor showers, however items cannot remain stored for day use.

Service Elevators

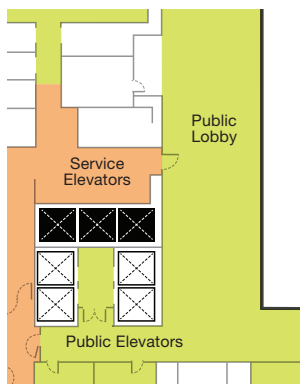
- Quantity: 3
- Patients being transported will be prioritized and elevators should be made available
- Employees, Physicians, Patient Transport
- Badge Required!

Public Elevators

- Quantity: 4
- Patients and Visitors
- Badge Not Required

Lost & Found

- 1912 Building on the 4th Floor
- Contact Security
(415) 600-0837 (x60837)





Access & Badges

Basic Access

- All exterior doors with card readers
- All back of house space (hallways, etc.)
- Multidisciplinary/Conference Rooms
- Consult Rooms
- Bicycle Storage
- Locker Rooms
- Emergency Department
- Imaging Entrance
- M/S, L&D and M/S Patient Floors (unless otherwise specified)

Restricted Access

- Medrooms
- Clean/Soil Utility Room
- Medical Equipment Rooms
- Nourishment Rooms
- Food & Nutrition Area
- Biomedical Engineering
- Pharmacy
- Materials Mgmt/Supply Chain
- Security
- Admitting
- Clinical Lab
- SPD, OR, PACU/ACU
- Nursery/SCN
- PT/OT Area
- Administrative Suite
- Telephone Operators
- Morgue

Badges Employees & Volunteers

- Badge must be worn at all times. Many doors and stairwells will require badge for entry.
- Registry staff will be required to show registry ID before being issued a badge. These need to be returned to charge nurse at end of shift.
- Please pay attention to your surroundings and ensure that no one enters behind you when badging in.
- If you **forgot your badge**, please go to the Security Desk for a temporary badge.

Badges Visitors

- Visitor badges are required and can be obtained on Level 1 or Level 2 Security Desk.
- Badges will become VOID after 6-8 hours and will need to be re-issued.
- Photo identification will be required for those 18 years and older. Children who are coming with their parents can have their photos taken at the security desk for badge issue.



Loading Dock

Loading Dock/Unloading

- Hours of Operation:
5:00am-8:00pm
- Delivery Hours Include: Monday – Friday 7:00am to 3:00pm. Other hours by appointment only.
- Height Restrictions: 35'
- Noise Restrictions
- Dock entrance is not to be used as a general employee entrance and is not to be used by employees unless operating one of the authorized hospital vehicles.
- Dock locations are for the loading and unloading process and are not to be used for parking.

Deliveries

- Unless specifically authorized in advance, deliveries are not allowed through the front entrance of the hospital.
- Vendors arriving after regular hours will **contact the Security Department at (415) 600-0837.**
- *Florist, Patient Gifts, etc.:* Deliver during business hours only, will come through Cesar Chavez entrance and deliver to front desk lobby for volunteers to bring up.
- *Morgue:* Mortician is escorted to Nursing Admin by Security and then to Morgue.
- *All Others:* Short term parking spaces are reserved for vendors in nearby garage for loading and unloading.





Catering Requests & Meeting Room Reservations



Catering Requests

All catering requests must be submitted to the Food & Nutrition Department three business days in advance of the meeting or event. Approval by department director is required for any catering event that meets the catering guidelines.

A meeting is defined as:

- Occur before 8:00am or between the hours of 11:00am-1:00pm; AND
- Have a minimum of 10 people in attendance; AND
- Are 4 hours or longer in length, OR
- Physician attended

Meeting Room Reservations

Conference rooms A & B on the first floor can be easily accessed without having to go thru security or meander your way through the hospital. They hold about 20 people comfortably or 30 uncomfortably.

Conference Room scheduling is online through Support Services.

<http://mysutter/bay/CPMC/Resources/Pages/SupportServices.aspx>

<http://dcpwdb405/virtualems/>





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Phone Numbers

Administration	415-641-6536	OR Front Desk	415-641-6635
Bed Control	415-850-7123	PACU Surgery	415-641-6638
Breast Health	415-641-6545	Pathology	N/A?
Cashier	415-641-3333	Pharmacy	415-641-6505
Cardiac Cath Lab	415-600-5990	Physical Therapy	415-641-6560
Cardiology	415-537-8600	Pre-Reg.	415-641-6736
Case Management	415-641-6534	Pulmonary Lab	415-641-6616
Chaplain	415-641-6527	Radiology	415-641-6545
Clinical Lab	415-641-6533	Registration	415-641-6951
CT	415-641-6545	Respiratory Therapy	415-641-6565
Diabetes Center	415-600-0506	S3	855-398-1631
Dialysis (in-patient)	415-641-3427	Scheduling Surgery	415-600-6900
Dictation	415-641-6860	Security	415-600-0837
Doctor's Dining Rm	415-641-1204	Speech Therapy	415-641-6560
Doctor's Lounge	415-641-6739	Support Services	415-600-7900
Emergency	415-641-6625	Ultrasound	415-641-6545
ER Registration	415-641-6698	Women's Center	415-641-6996
Hospitalists	415-912-8469		
Information/Lobby	415-641-6510		
Information Services	888-888-6044		
Interpreter Services	415-600-1077		
Lab Reg (Monteagle)	415-641-3351		
Lift Team	415-600-4700		
Main Hospital	415-600-6000		
Medical Staff Office	415-600-6285		
Medical Records	415-641-6515		
MRI	415-641-6545		
Nursing Admin	415-641-6536		
Occupational Therapy	415-641-6560		
Outpatient Surgery	415-641-6889		

Nursing Stations - New

3rd Floor ACU	
3rd Floor OR	415-641-6635
4th Floor ICU	415-641-6612
4th Floor PCU	415-641-6610
5th Floor Med Surg	
6th Floor Med Surg	
7th Floor FBC	

Need to dial an extension?

641 numbers use **8** plus last four digits

600 numbers use **6** plus last four digits

ie. Security 415-600-0837 = x60837