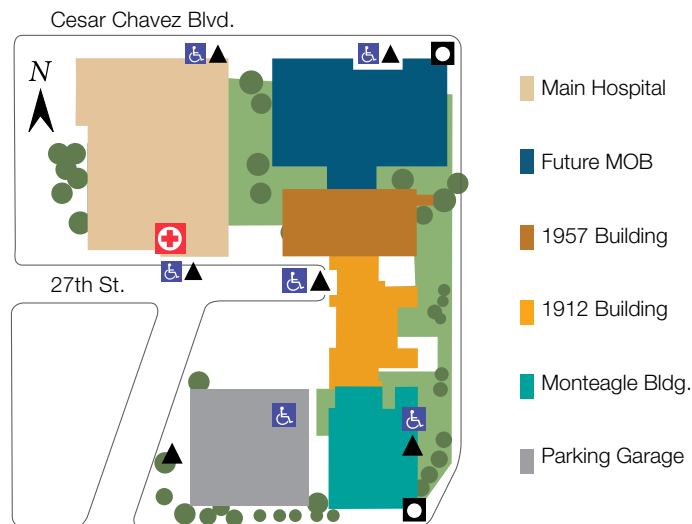


Mission Bernal Campus, San Francisco

0000 Cesar Chavez

Hours of Operation

| | | |
|--|-------------------|--|
| Hospital Entrances Cesar Chavez 2nd Floor Plaza | 5am–8pm M–F | Badge reader after hours |
| Emergency Entrance | 24/7 | |
| 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 |
| Walgreens Pharmacy (Monteagle Building) | 9am–6pm M–F | Closed on weekends |
| Loading Dock/Delivery Hours | 7am–3pm | Other hours by appointment only |



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
- PBX
- Morgue

Badges • Employees & Volunteers

- Badge must be worn at all times, many doors will require badge reader to upon entry.
- Registry staff will be required to show registry ID before being issued a badge. These need to be return to charge nurse end of shift.
- Internal stairwells can be used for exiting the building, however re-entry will be on the ground floor.
- 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.

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 advanced (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.

Transport Elevators

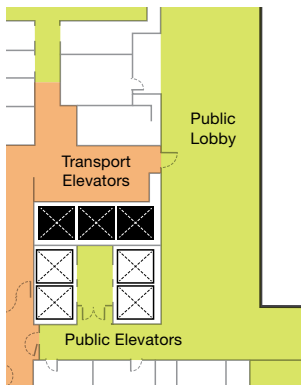
- Quantity: 3
- Patients being transported will be prioritized and elevators should be made available
- Employees, Physicians, Patient Transport
- Badge Required!

Public Elevators

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

Lost & Found

- 1912 Building on the 4th floor
(415) XXX-XXXX



Loading Dock/Unloading

- Hours of Operation:
7:00am-8:00pm
- Delivery Hours Include: Monday – Friday 7:00am to 3:00pm. Other hours by appointment only.
- Height Restrictions: **XX' XXXX"**
- 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 **414-xxx-xxxx**.
- **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:** Drivers will be buzzed in from loading dock ramp, mortician will meet security at loading dock ramp (door is badge reader access only) and will be escorted into the morgue by nursing supervisor.
- **All Others:** Short term parking spaces are reserved for vendors in nearby garage for loading and unloading.

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.

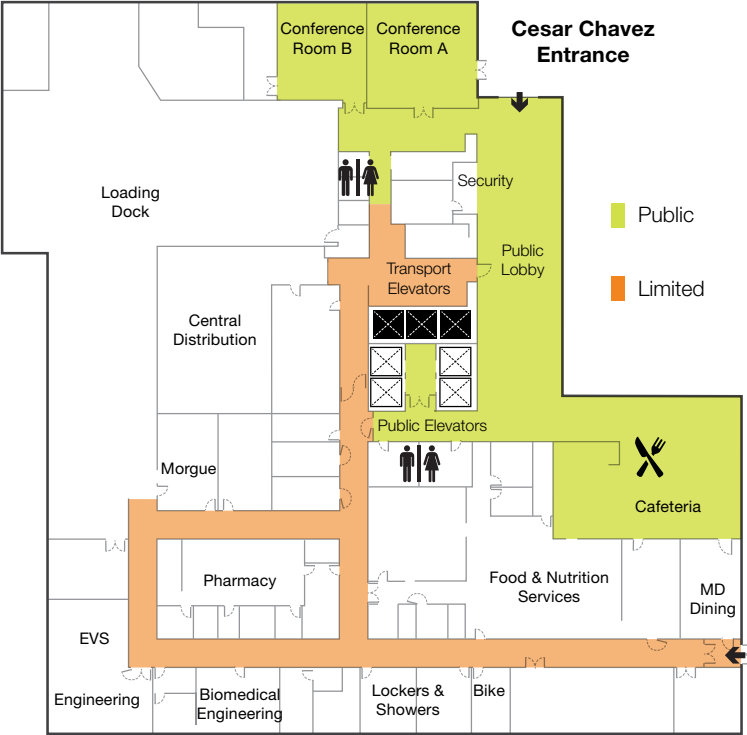
To reserve them contact XXXXXXXX.

Reservations should be made a week in advance, but really who does that? Who should I call? How can I check availability? Good Questions.

(415) XXX-XXXX

First Floor Main Areas

- Bicycle Storage
- Cafeteria
- Cesar Chavez Entrance
- Conference Rooms
- Loading Dock
- Locker Rooms & Showers
- Pharmacy
- Physicians Dining



Second Floor Main Areas

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

