


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

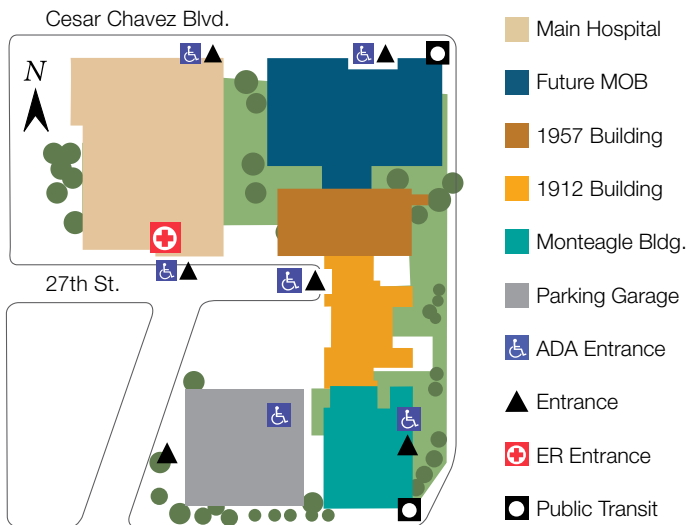
Mission Bernal Campus, San Francisco

3555 Cesar Chavez St SF 94110

(415) 600-6000

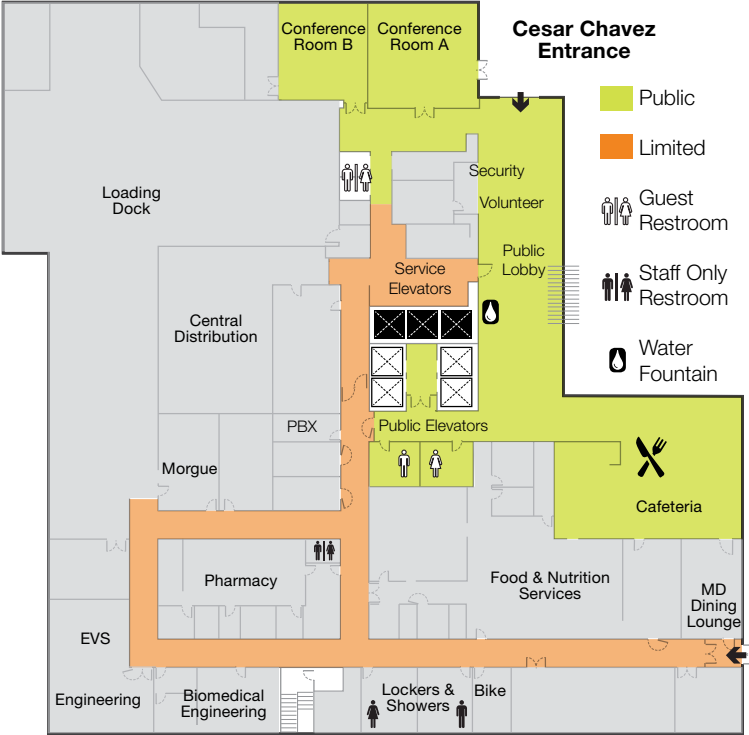
Hours of Operation

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 Main Areas

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



Second Floor Main Areas

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

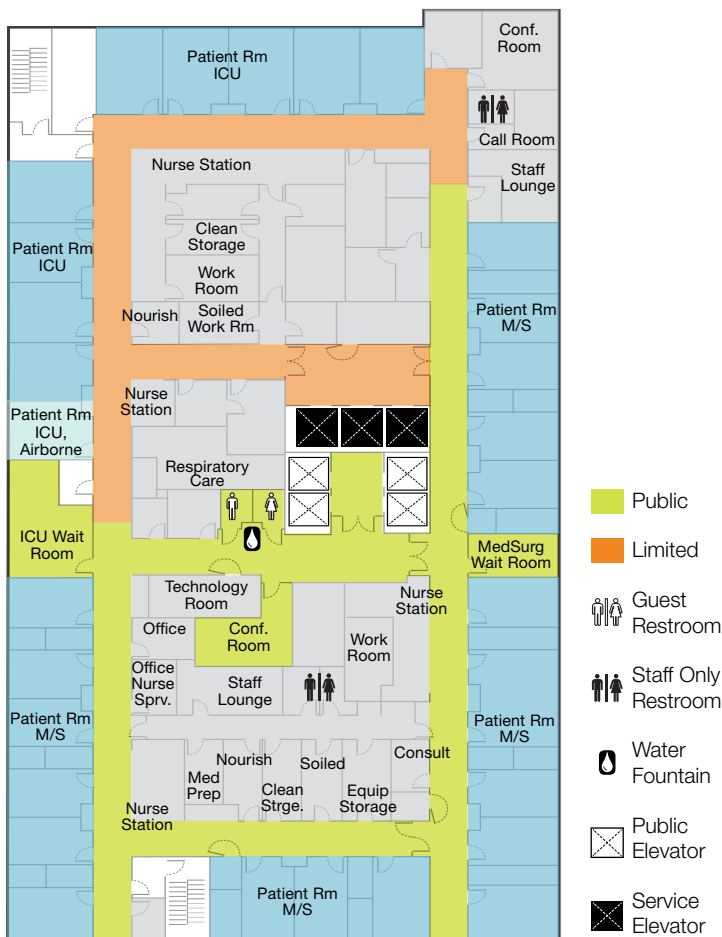


Third Floor Main Areas

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



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



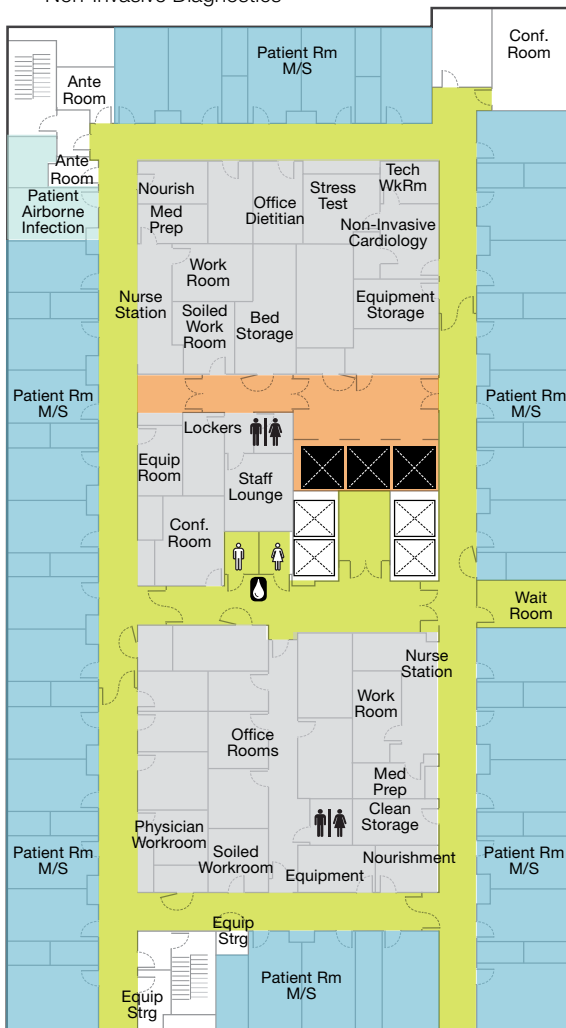
Fifth Floor Main Areas

- Med/Surg Patient Rooms
- Exercise Room



Sixth Floor Main Areas

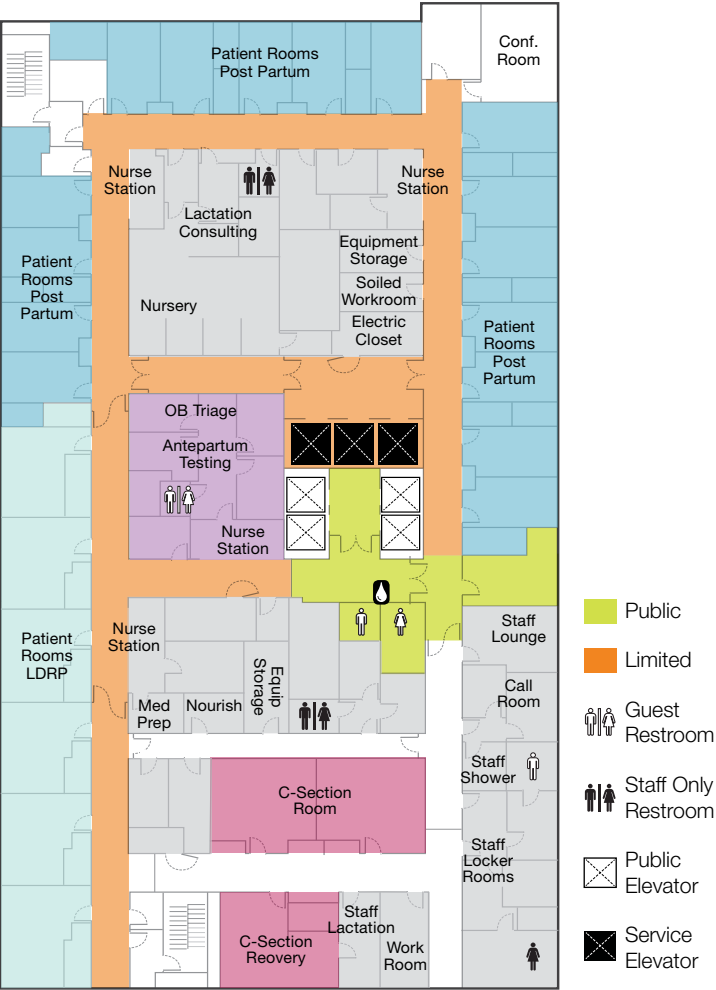
- Med/Surg Patient Rooms
- Non-Invasive Diagnostics



- Public
- Limited
- Guest Restroom
- Staff Only Restroom
- Water Fountain
- Public Elevator
- Service Elevator

Seventh Floor Main Areas

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



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.

Service Elevators

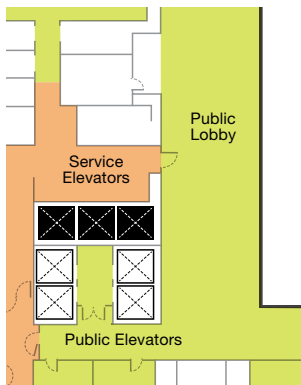
- Quantity: 3
- Patients being transported will be prioritized and elevators should be made available
- Employees, Physicians, Patient Transport
- Badge Required!

Public Elevators

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

Lost & Found

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



Phone Numbers

Administration	415-641-6536
Emergency	415-641-6625
Bed Control	415-850-7123
S3	855-398-1631
Cashier	415-641-3333
Cardiac Cath Lab	415-600-5990
Cardiology	415-537-8600
Case Management . . .	415-641-6534
Chaplain	415-641-6527
Clinical Lab	415-641-6533
Diabetes Center	415-600-0506
Dialysis (in-patient) . .	415-641-3427
Dictation	415-641-6860
Doctor's Dining Rm . .	415-641-1204
Doctor's Lounge	415-641-6739
Hospitalists	415-912-8469
Information /Lobby . .	415-641-6510
Interpreter Services . .	415-600-1077
Lift Team	415-600-4700
Medical Staff Office . .	415-600-6285
Medical Records	415-641-6515
Nursing Admin	415-641-6536
Pathology	N/A?
Pharmacy	415-641-6505
Pulmonary Lab	415-641-6616
Security	415-600-0837
Support Services	415-600-7900
Women's Center	415-641-6996
Main Hospital	415-600-6000

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	

Radiology	415-641-6545
Breast Health	415-641-6545
CT	415-641-6545
MRI	415-641-6545
Ultrasound	415-641-6545

Registration	415-641-6951
Emergency Dept	415-641-6698
Main Hospital	415-641-6951
Monteagle (Lab Reg) .	415-641-3351
Pre-Reg	415-641-6736

Rehab and Therapy

Occupational	415-641-6560
Physical Therapy	415-641-6560
Respiratory Therapy . .	415-641-6565
Speech Therapy	415-641-6560

Surgery

OR Front Desk	415-641-6635
Outpatient Surgery . .	415-641-6889
PACU	415-641-6638
Scheduling	415-600-6900

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

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 return 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/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

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://dcpwdbs405/virtualems/>