

Arizona State University

Barrett & O'Connor Washington Center Facility Handbook

ASU Barrett & O'Connor Washington Center
1800 I Street, NW
Washington, DC 20006

Main: (202) 446-0380
Fax: (202) 446-0390

washingtondc.asu.edu



ASU Barrett & O'Connor Washington Center Facility Handbook

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General building information

Building Name and Address

Ambassador Barbara Barrett & Justice Sandra Day O'Connor Washington Center at Arizona State University

1800 I Street, NW, Washington, DC 20006

NOTE:

- The abbreviated facility name is 'ASU Barrett & O'Connor Washington Center' or 'ASU Washington Center'
- ASU has adopted the use of 'I Street', not 'Eye Street'

Main Phone and Fax Number

Main phone number (rings to the lobby security desk) – (202) 446-0380

Main fax number (via the Canon copier located on 3rd floor) – (202) 446-0390

Building Hours

The official building hours 8:00AM to 5:00PM, Monday thru Friday less ASU-observed holidays. During these business hours, a lobby attendant will be on-duty at the front desk in the main lobby. The revolving doors will be unlocked and your ASU Sun Card will allow access throughout the facility.

For after-hours access including early mornings (prior to 8AM), evenings (after 5PM) and weekends, your Sun Card will be required to enter the facility and gain access to your assigned floor.

Building Access

Building access is provided with an ASU issued Sun Card. Below are the standard building access guidelines. Contact the operations team to request access outside these standard hours.

	Hours of Access	Days	Sun Card Access by Floor
DC-based full-time faculty and staff	6:00AM to 12:00AM	7 days a week	- Access to all floors from 8:00AM to 5:00PM, M-F - Access to designated floor(s) only after business hours
Visiting ASU faculty and staff; those utilizing hoteling space, interns	8:00AM to 5:00PM	Monday thru Friday	- Access to designated floor(s) from 8AM to 5:00PM, M-F - After hours access, as requested
Contractors, Consultants	8:00AM to 5:00PM	Monday thru Friday	- Access to designated floor(s) from 8:00AM to 5:00PM, M-F

			- After hours access, as needed
Journalism faculty and students	5:00AM to 12:00AM	7 days a week	- Access to second and fourth floors
Law faculty and students	24-hour access	7 days a week	- Access to second floor
Policy Design Studio, ASU Local, Thunderbird students	Based on class schedule	Based on class schedule	- Based on classroom assignment

NOTE: The McCain Institute’s ‘designated floor’ includes both the fifth and sixth floors.

Those without Sun Cards

New hires, consultants, interns, affiliates, etc. who do not have an ASU Suncard will receive a temporary access card, as needed. The name, affiliation and category of all such individuals should be forwarded to the operations team so an access card may be prepared in advance of their arrival to the Washington Center.

Building Website

The official website for the ASU Barrett & O’Connor Washington Center is washingtondc.asu.edu. Please forward requests for additions/updates to Roxanne.Ladd@asu.edu.

Local Transportation

Metro

The Barrett & O’Connor Washington Center is Metro accessible to the blue, orange and silver lines via the Farragut West station. Take the 18th Street exit. Upon exiting the escalators, the building will be directly behind you at the corner of 18th and I Streets, NW.

The facility is also in walking distance of Metro’s red line via the Farragut North Metro station. A map of the Metro system is available [here](#).

Bus

There are multiple bus lines near 1800 I Street – including several that stop at Farragut Square. A map of the bus lines and Metro’s Trip Planner are available [here](#).

Garage Parking

Street parking is limited in the Farragut Square neighborhood. If a metered parking spot cannot be found, the following nearby parking garages are recommended based on their proximity.

Colonial Parking – 1775 I Street, NW

Farragut Center Parking – 1725 I Street, NW
PMI – 1722 I Street, NW
Penn Parking – 1801 Pennsylvania Avenue, NW (access via 18th Street)

Emergency Information

First Aid Kit

A first aid kit offering basic supplies is available in the first floor pantry and in the eighth floor catering kitchen. Basic supplies include ice packs, adhesive bandages, antibiotic ointment, aspirin, tweezers, hand sanitizer, etc.

Please advise the operations team if any of these items have been removed so they may be replaced.

Fire Extinguishers

Fire extinguishers are located on each floor. All ASU staff are required to take the annual Fire Prevention and Safety Course offered online by ASU's Fire Marshal. Fire extinguishers are maintained annually to ensure functionality as required by law.

Automated External Defibrillator (AED)

AEDs are located on each floor – most often next to the elevators. All ASU staff are required to take an annual AED usage course. Note that all AEDs have an audible step-by-step guide installed should an occupant need to utilize it who has not been otherwise trained.

Fire Response and Evacuation Procedures

Please visit the Resources tab available on the ASU in Washington, D.C. [website](#) for a copy of the Barrett & O'Connor Washington Center's evacuation plan. Evacuation drills will be run annually and are mandatory for all staff in the facility.

Nearest Emergency Services

George Washington University Hospital – open 24 hours a day
900 23rd St. NW, Washington, DC 20037
(202) 715-4000
- Approximately six blocks from the Barrett & O'Connor Washington Center

Key Building Personnel

Security desk – main lobby
Extension: 2-0380 or (202) 446-0380

Roxanne Ladd, Director of Operations and Events, ASU Washington Center

Office extension: 2-0381 or (202) 446-0381
Cell phone: (703) 855-9693

Paolo Rivera, Facility and Event Manager
Office extension: 2-0398 or (202) 446-0398
Cell phone: (703) 508-3039

John Young, Building Engineer, Jones Lang LaSalle
Cell phone: (202) 641-1623

Security Information

Lobby Attendant Hours

As of January 2023, lobby attendants will staff the lobby desk Monday thru Friday based on the following schedule:

8:00AM to 12:00PM - One attendant on duty
12:00PM to 5:00PM – Two attendants on duty
5:00PM to 8:00PM – One attendant on duty

During the hours of 8:00PM to 8:00AM Monday thru Friday and on weekends, there will not be a lobby attendant or security guard on duty unless arrangements have been made with the director of operations.

Lobby attendant or security guard coverage is required for events outside of normal operating hours where the public will be in attendance. Requests for coverage must be made to the facility manager at least two weeks in advance of your program. See **After Hours Security Coverage** under **Booking a Meeting or Event** for more information.

ASU Sun Card Access

To keep students, staff and guests safe and the facility secure, an ASU Sun Card is required for access. Full-time staff with a Sun Card are permitted elevator and stairwell access throughout the facility during business hours when the main lobby doors are open. During non-business hours, it will allow for entry into the facility's main door and to your designated floor(s) only.

Note that all Sun Cards must be programmed by the Washington, DC operations team prior to initial use. Anyone with a new Sun Card must self-identify to have access added.

Note that other cards with computer chips (such as Metro Smartrip cards) may block the card reader from reading your Sun Card. It is best to use your Sun Card without any other cards near it. Bending your card may also disable it.

If you forget your Sun Card, please see the front desk attendant for assistance in gaining access to your designated floor. If you lose your ASU Sun Card, a replacement Sun Card should be ordered. Click [here](#) for more information.

All faculty, staff, students, visitors and guests must enter the facility thru the main doors located on I Street. This is to ensure the safety of everyone in the facility by directing traffic in front of the security desk. Access into the building via the emergency exit door located on 18th Street is not permitted.

At no time should first floor exterior doors, stairwell doors or patio doors be propped open.

If at any time someone you do not recognize tries to gain entry into the building or into an elevator with you (otherwise known as tailgating), it is your responsibility to ask who they are there to see and/or to escort them to the security desk on the lobby level. Safety is everyone's responsibility.

Text Alerts

All Barrett & O'Connor Washington Center staff and students are strongly encouraged to download ASU's LiveSafe app and other mobile text alerts relevant to the facility and our neighborhood.

LiveSafe App

[ASU's LiveSafe app](#) offers advisory messages for incidents that are occurring in the Washington DC facility. NOTE that while these mechanisms are in place to offer timely and important updates, **any faculty, staff or student who finds themselves in a life-threatening emergency should call 911.**

The app allows you to:

- Notify colleagues of your progress when walking from point to point to ensure you've safely arrived at your destination
- Advise building security staff when there is a disturbance within the facility
- Call 911 or the Metropolitan Police Department
- Receive relevant facility notifications

The LiveSafe app is available for free in the Apple App Store and in Google Play. To download LiveSafe to your smart phone:

- Search for, and download, the LiveSafe app
- Create an account – you will need to input an email address and create a password
- The system will require you to login to your email to verify the authenticity of the account
- Once you have verified your account, log back in to the app and select 'Arizona State University - DC' under Manage Organizations.

AlertDC

The District of Columbia government offers a variety of alerts via text or email including traffic conditions, government closures, public safety incidents and severe weather. For more information and to register for these alerts, click [here](#).

MetroAlerts

The Washington Metropolitan Area Transit Authority offers MetroAlerts, via text or email, to advise of system delays. For more information and to register for these alerts, click [here](#).

Safety Training

All staff are required to complete safety training as part of their onboarding into the 1800 I Street facility. This training is specific to the Barrett & O'Connor Washington Center facility and its safety and security protocols.

If you are not able to attend scheduled in-person safety trainings, a previously recorded version is available for viewing.

Personal Belongings

Please keep personal belongings including purses, backpacks, wallets, etc. secure. All desks have lockable storage or a lockable drawer available.

If stepping away from your desk for any length of time, please lock your laptop and any power cables/chargers in your desk drawer or secure using a laptop cable lock.

Building Information

Personnel

A full list of ASU employees in Washington DC is available under the Resources tab on the ASU DC website (note that you need to be logged in to ASU to see these page). This document will include staff name, title, department, office location within the DC facility, phone number and email address.

Please send any updates/edits to this document to the operations team.

Meeting Space

Below is a list of the meeting rooms available within the facility and their *existing* set-ups and basic audio-visual capabilities. Please see the **ASU Barrett & O'Connor Washington Center Event Guide** under the Resources tab on the website for a full listing of available set-ups and maximum capacities by room.

Floor	Room	Existing set-up
First floor	Conference room 116	6 at boardroom table with space for 4 additional seats along perimeter wall - computer and display for presentations

		<ul style="list-style-type: none"> - videoconferencing - phone / audio conferencing
	Decision Theater	<ul style="list-style-type: none"> 12 in semi-circle of tables with limited space for 6 additional chairs along perimeter wall - computer and seven display screens - videoconferencing - phone/audio conferencing
Second floor	Classroom 211	<ul style="list-style-type: none"> 20 at hollow square - computer and two display screens for presentations - videoconferencing
	Conference room 208	<ul style="list-style-type: none"> 8 at boardroom table - computer and display for presentations - videoconferencing - phone/audio conferencing
	Enclave 203	<ul style="list-style-type: none"> 4 at round table - phone/audio conferencing - display for presentations
	Enclave 205	<ul style="list-style-type: none"> 5 at half round table - phone/audio conferencing - display for presentations
Third floor	Conference room 308	<ul style="list-style-type: none"> 8 at boardroom table - computer and display for presentations - videoconferencing - phone/audio conferencing
Fourth floor	Conference room 405	<ul style="list-style-type: none"> 8 at boardroom table - computer and display of presentations - videoconferencing - phone/audio conferencing
Fifth floor	Meeting room 508	<ul style="list-style-type: none"> 8 at boardroom table with space for 4 additional chairs along perimeter wall - no built-in audio-visual - power and ethernet available at wall
Sixth floor	Conference room 616	<ul style="list-style-type: none"> 14 at boardroom table with space for 6 additional chairs along perimeter wall - computer and display for presentations - videoconferencing - phone/audio conferencing
Seventh floor	Broadcast Studio 708	Insert studio with video conferencing, video recording and podcasting recording capabilities
	Enclave 717	<ul style="list-style-type: none"> Wellness suite - sofa
	Enclave 719	<ul style="list-style-type: none"> 4 at round table - phone/audio conferencing
Eighth floor	Event Pavilion	<ul style="list-style-type: none"> Various - computer and display for presentations - audio and video conferencing

		- sound system with microphones
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Lobby Level

The lobby level is equipped with a kitchenette that offers coffee service, extra copies of ASU marketing material and built-in coat rack.

Pantries

Pantries are located on floors 1, 3, 4, 6, 7 and 8. All but the eighth floor contain a full-sized refrigerator, dishwasher and microwave. All other service items must be provided by the floor occupants (for example: cutlery, plates, bowls, personal coffee makers, etc.)

Pantries will be cleaned nightly by the janitorial staff – this includes countertops, floors and the wiping down of appliances including the interior of the microwave. Floor occupants will be responsible for washing their own dishes, emptying the dishwasher and cleaning out the refrigerator as needed.

Day Porter

A day porter will be on staff 7:00AM to 3:30PM Monday thru Friday to assist in keeping the facility clean and running smoothly. The day porter will assist with bathroom refreshes, trash removal and room set-ups for meeting and events.

Requests for assistance from the day porter for anything above and beyond their normal duties must be directed to the facility manager.

Janitorial Service

A nightly janitorial service will assist in keeping the facility clean and properly maintained. The janitorial service will vacuum, clean restrooms and kitchen areas.

If you are in a private office and keep your door locked at night, the janitorial service will not clean your office. You may leave your wastebasket outside your door for evening trash removal and may otherwise request a daytime office refresh. Please see the operations team to coordinate.

Engineering

Please forward all engineering requests to Roxanne Ladd at roxanne.ladd@asu.edu. For emergencies, please call Roxanne at (703) 855-9693 or John Young at (202) 641-1623.

Inclement Weather

As ASU contractors, the security, janitorial and engineering staff members have the option to operate under the Office of Personnel Management (OPM) dismissal and closure procedures. During adverse weather conditions, you may need your Sun Card to access the facility, even during normal business hours. Please keep your Sun Card with you at all times.

ASU itself does not follow OPM dismissals and closures. Staff should report as safe to do so.

Bicycles

Bicycles are not permitted in the facility at any time.

Service Animals

Only service animals are permitted within the facility. More information on ASU's service animal policy may be found [here](#).

Building Procedures

Receiving Guests

To streamline the receiving of visitors and guests for meetings, ASU faculty and staff should add their guest information to the shared Outlook calendar entitled 'ASUBarrett&O'ConnorCenter' calendar. This will assist the lobby attendant in easily identifying who to expect, when they will be arriving, and who to call upon their check in.

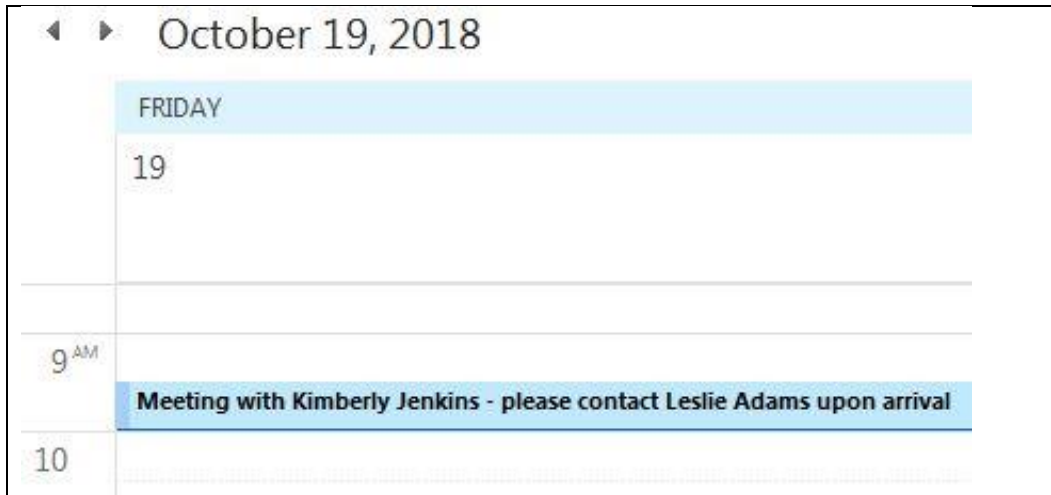
Please contact a UTO staff member if you need assistance accessing the 'ASUBarrett&O'ConnorCenter' Calendar.

Adding a Guest on the Outlook Calendar

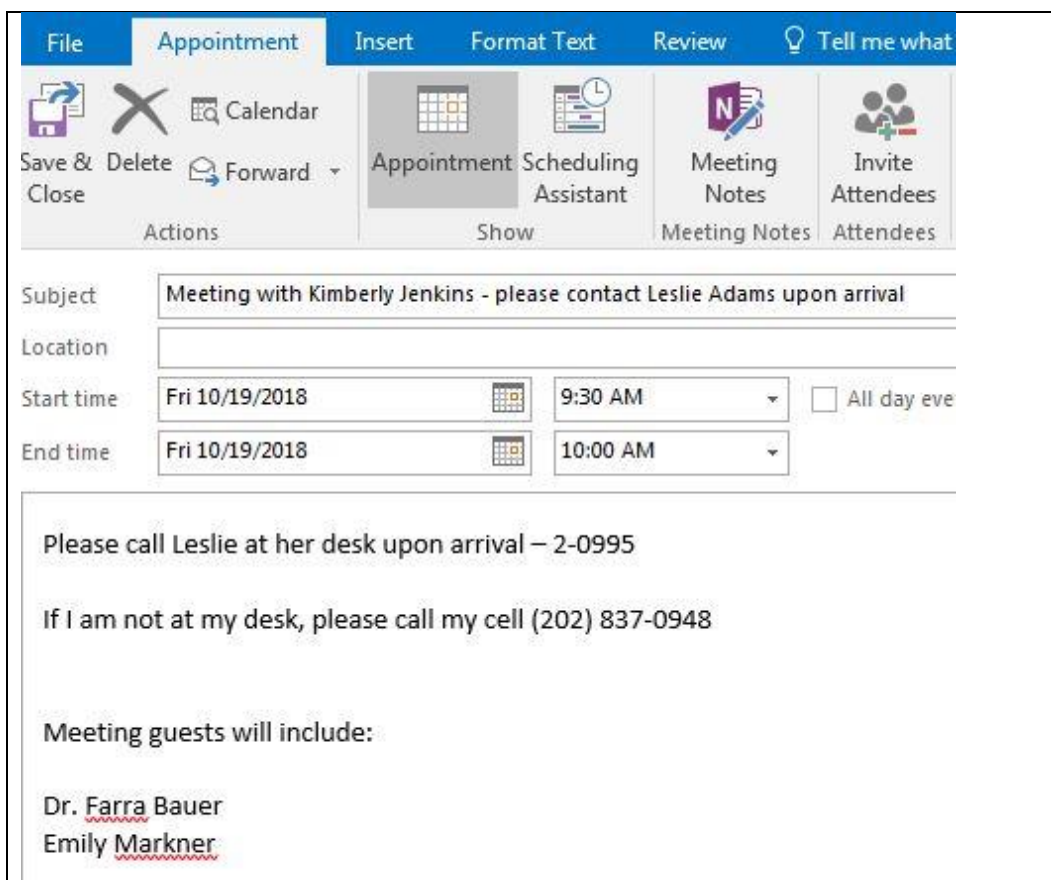
When adding your guest to the Outlook calendar, please add them as a meeting at the time of expected arrival.

For example:

If ASU staff member Kimberly Jenkins is expecting visitors for a meeting on October 19 at 9:30AM, and Leslie Adams will be the individual who should be contacted upon the visitor's arrival, you would add a meeting to the calendar similar to this:



Because the lobby attendant will not leave their desk to look for the meeting host or their assistant, a contact number (and a backup) should be included in the body of the meeting as well as the name(s) of the guests expected:



Visitor Access Protocol

1. Visitors must check in at the lobby security desk – to include providing their name and organization affiliation
2. Lobby attendant will call meeting host
3. Meeting host must come to the lobby to escort their visitor

Signing In

Anyone who is visiting the facility (as defined as not a full-time ASU DC faculty or staff member) must sign in at the security desk.

Visiting Non-Permanent Staff – consultants, visiting scholars, interns, etc.

The names and requested access dates for non-permanent staff (interns, visiting scholars, fellows, etc.) should be indicated to the front desk and facility manager so that a temporary building access card can be prepared in preparation for their arrival.

Mail and Deliveries

All mail and deliveries will be received by the security guard and/or front desk attendants in the lobby during business hours. The facility does not have a loading dock.

The lobby attendant will seek to delivery all packages to the appropriate floors. He/she will contact the appropriate party to advise the receipt of oversize packages and boxes or if they are too busy to make the deliveries.

Outgoing packages may be left at the front desk for pickup by FedEx, UPS or a courier service. NOTE that the shipper is responsible for contacting the service to schedule the pickup during established business hours.

There is also a US Postal Service letter box located on the NW corner of 18th and I Streets, NW. Pick up is once daily.

Access to Event Pavilion

Faculty and full-time staff are welcome to enjoy the eighth-floor Event Pavilion and adjoining patio from 8AM until 5PM Monday thru Friday when the Event Pavilion is not otherwise in use. A listing of the day's functions will be available in the lobby for your convenience or you can confirm availability with the front desk or by looking in EMS. If a meeting or program is in session, access to the eighth floor and the patio is restricted to staff and guests of the meeting/event taking place.

Sun Card access to the eighth floor will be removed from anyone who knowingly interrupts a meeting or event in progress.

Students must be accompanied by a faculty or staff member at all times if outside on the patio.

Assigned Desk Space

Desk/office space will only be assigned to occupants who work from the Barrett & O'Connor Washington Center five days a week.

The director of operations will work with each ASU department to assign desk space/offices. Consistent with standard ASU operating procedures, decisions are made at the institutional level rather than by the individual department.

Desk Space/Office Utilization

Workspace usage will be assessed on a monthly basis. If the workspace is found to not be regularly used, it will be re-assigned or offered as hoteling space.

Occupants who do not work from the Washington Center daily are welcome to utilize hoteling workspaces throughout the building. Hoteling workspaces can be reserved in advance thru EMS or by contacting the operations team or front desk.

Workspaces will not be permitted to become storage areas for individual occupants who do not regularly utilize the building. Personal belongings should not be left at hoteling workstations.

Additionally, any workspace that does not have a fulltime occupant can be used as a hoteling space at any time. Please keep these areas clear of all items. Unoccupied workspace should not be used for departmental storage.

Private Office Keys

Individuals with assigned offices will receive a hard key for their door from the director of operations. In the event that this key is lost, please contact the operations team for assistance.

Furniture Keys

Each private office and workstation will be provided with a furniture key that locks the cabinets and drawers.

Most keys can be found inside the pencil tray in the top drawer of the workstation. If you plan to work from the facility full-time, we recommend putting the key on your key ring for both ease of access and safekeeping. The key should be left in the top drawer for the next occupant if you move workstations or leave ASU.

If you are utilizing hoteling space, please take the key with you during the day when your items are locked up. At the end of your day, leave the key in the top drawer for the next user.

Office and Cubical Signage

Requests for updated or new office or cubical signage should be forwarded to the operations team. All signage must comply with ASU signage standards.

Wi-Fi

ASU provides an encrypted wireless network for use by ASU staff and students. To login to the encrypted wireless on your device:

- Select the wireless settings
- Select ASU from the list of wireless networks
- Log in with your ASURITE ID and password and accept the certificate if prompted

ASU provides complimentary Wi-Fi for use by all guests (ASU Guest). Please click [here](#) for instructions on how to assist your guest in accessing the network. Registration is required and the guest network is not encrypted.

Phones

To make an outgoing call, you must first dial '9' for an outside line. This does not apply when dialing an internal 5-digit extension.

If an emergency is occurring and you must call 911, please remember to give the operator your location. Your location information may not automatically be relayed to the 911 operator from our VoIP phones.

Workstations are equipped with Cisco 7965 and Cisco 7841 telephones. For basic instructions on how to operate them and how to set-up voice mail, please access the Quick Resources Guide available under the ASU DC Resources tab on the website or ask a UTO representative for assistance. Note that not all features indicated in the user guide may be functional on your specific phone.

Timely Facility Requests

Timely facility requests such as thermostat adjustments, bathrooms out of toilet paper or assistance with a spill should be directed to the security desk.

If at any time you witness an incident requiring immediate attention – such as a overflowing toilet, a leak, a large spill, etc. – please advise the security desk, the building engineer, the day porter and/or the operations team immediately.

After Hours Facility Emergency Services

In the event of an after-hours facility emergency, please call John Young, the building engineer at (202) 641-1623 to report the incident. Facility emergencies might include a stuck elevator, a leak, an overflowing toilet, etc.

PLEASE NOTE that in the case of overflowing water, we ask that you FIRST TURN THE WATER OR APPLIANCE OFF, if possible. This is to prevent further damage to the facility.

If at any time, you arrive to the facility after hours and discover any damage to the facility façade (such as a broken window) or any signs of forced entry, do not enter the facility! If you

believe there might still be an unauthorized individual in the facility, please call 911 to report the incident. Following this call, please contact the facility manager, Roxanne Ladd, at (703) 855-9693 to advise of the situation.

Requesting non-critical repairs

If anything of a non-critical nature within your workspace or work area becomes damaged, or if you notice anything throughout the facility that has been damaged, please advise the front desk personnel of the item and its location. This information will be passed on to the appropriate individual so a repair can be scheduled. This might include such items as a broken drawer pull, a hole in the wall, a portion of furniture that has fallen off, etc.

If the damaged or broken item is technology-based including your computer, phone, any cords/wires, etc., please email utodc@asu.edu to log the incident and receive repair assistance.

Wall and Office Décor

All facility occupants should be mindful of the shared office environment at the Barrett & O'Connor Washington Center. Cubicles and offices should not be decorated or adorned in a manner unbecoming of a professional office environment.

All spaces within the facility should be kept clear at all times. Nothing may be hung from the ceiling. No signs should be placed in the windows or hung from the eighth floor balcony. Nothing may be mounted to a wall, unless in a closed-door office, without approval from the facility manager.

Windows

At no time should any window be left open overnight or during adverse weather conditions.

HR/Personnel Items Specific to DC

Employee Health and Wellness Phone Number

ASU's [Employee Assistance Office](#) offers free, voluntary and confidential behavioral health and organizational consultation for personal and work related issues.

ASU Employee Assistance Office
(480) 965-2271

Common concerns include, but are not limited to:

- addiction/substance use
- anger management
- anxiety or depression
- career dissatisfaction
- chronic health conditions

- co-worker/supervisor problems
- family conflicts/parenting
- grief and loss
- legal troubles
- major life transitions
- marital/relationship discord
- stress management

ASU Employee Benefits

Questions regarding your ASU employee benefits, including health care enrollment, provider selection and ASU's retirement plan options, should be directed to the [Human Resources office](#) in Tempe.

New Employees

Please notify the facility manager and UTO team of any new staff members as soon as possible. The following items should be considered when planning for onboarding of a new faculty or staff member:

Information needed by IT team:

- What is the new hire's name? What department have they been hired in to?
- What is the new hire's official start date?
- Are they an existing ASU staff member, faculty or staff? Is the new hire already set up in the HR system? What is their ASURITE ID?
- Where will they be seated? Desk or office number
- What will their phone number and extension be?
- Has a computer/laptop been ordered (as necessary)?
- Who will set-up the computer/laptop upon arrival and what is deadline for this? Is there position-specific software that is required?
- Do they need access to add incoming guests and deliveries to the lobby security desk Outlook calendar?

Information needed by the operations team:

- What is the new hire's name? What is the new hire's start date at the Barrett & O'Connor Washington Center?
- Do they have an existing SunCard? Has one been ordered? Do they need a temporary access card?
- Do they need an office or cube name plate? What will their title be?
- Are they aware of the building security concerns? Have they reviewed the ASU DC security PowerPoints and information?
- Do they need access to EMS to make room and event reservations?
- Have they been made aware of the ASU DC Resources tab available via the ASU DC website?

Metro Transit Subsidy

ASU Parking and Transit Services (PTS) offers a monthly Metro transit subsidy of \$82 for all full-time DC-based staff members. This subsidy is good for both Metro rail and bus fares.

Interested individuals must purchase and have registered their [SmarTrip®](#) card with Metro. You must then email Jennifer Kramer (jlkrame5@asu.edu) with a CC to J Porter (J.Porter@asu.edu) to request the \$82 subsidy as well as any additional pre-tax employee payroll deductions you wish to have loaded on to your card. Employees should provide Ms. Hemsley with their SmarTrip® card number.

For more information, please see the **ASU DC Metro Subsidy Program** document under the ASU DC Resource tab of the website.

Staff Monthly Parking Opportunity

ASU departments may choose to provide subsidized parking for their employees working from the Barrett & O'Connor Washington Center. Please check with your department to see if they participate.

Departments interested in offering this opportunity to their employees should contact PTS for more information.

Student Information

Student Services

ASU students taking classes in Washington, DC have remote access to several resources available to students on the Arizona campuses. Below is a list of key resources to assist with counseling, career services, questions about financial aid and more.

This information is also available in a standalone document that can be distributed to students. It is located under the ASU DC Resource tab of the website.

Student Advocacy and Assistance

Student Advocacy and Assistance guides students in resolving educational, personal and other campus impediments toward successful completion of their academic goals.

(480) 965-6547
deanofstudents@asu.edu
eoss.asu.edu/dos/student-advocacy-and-assistance

Counseling Services

Counselor on duty
(480) 965-6146
8 a.m. to 5 p.m. MST, Monday thru Friday

EMPACT: 480-921-1006
(24-hour ASU dedicated crisis hotline)
students.asu.edu/counseling

Health Services

(480) 965-3349 – Nurse triage line
(800) 901-4763 – After hours
students.asu.edu/health

Sexual and Relationship Violence Resource

sexualviolenceprevention.asu.edu

Student Financial Assistance

480-965-3355
students.asu.edu/financialaid

University Registrar

480-965-3124
students.asu.edu/registration

Wellness Resource

wellness.asu.edu

Building access

ASU students who are currently registered for classes in Washington, DC will be provided access to the facility Monday thru Friday based on the below schedule. Any student seeking study space on alternative hours from what is listed below should request additional access through their professor.

Students will not be permitted on the eighth floor without supervision.

	Hours	Days
Students whose programs run during business hours	8:00AM to 5:00PM	Monday thru Friday
Cronkite School of Journalism and Mass Communication students	5:00AM to 12:00AM	7 days a week
Sandra Day O’Connor College of Law students	24 hour access	7 days a week
Thunderbird School of Global Management	As dictated by scheduled class time	As dictated by scheduled class time

Meetings and Events

EMS Room Booking Software

All meeting room reservations must be tracked in EMS, ASU's system-wide room booking software available here – <https://asucadc.emscloudservice.com/> Instructions on how to use EMS are available under the ASU DC Resources tab. The operations team can also provide training.

All full-time ASU DC staff are welcome to access and utilize this web-based software for their room booking needs. Please send all user-account set-up requests to the facility manager.

Reserving a Meeting or Event Space

Reservations are required for the use of all spaces. See your assigned department administrator to book a meeting space thru the EMS room booking software or contact the operations team for assistance in making the reservation or to learn how to use the system.

Please note that meeting space at the Washington Center is shared space and does not belong to any individual department. Please keep voices low and be polite when utilizing a meeting space located on another department's floor. Voices carry easily, even when the conference room doors are closed.

When booking a room, make sure to include any set-up and break down time that you will need in the reservation.

For example:

If your meeting starts at 11AM and ends at 1:00PM but you will need half an hour to set-up your catering and clean up afterwards, please make your reservation from 10:30AM to 1:30PM. Others will be able to book their meeting immediately before or after yours so you will want to make sure you've allowed for adequate set-up and breakdown time.

Event requests for functions hosted in the eighth floor Event Pavilion must be vetted by the director of operations to ensure adequate time for set-up and breakdown and ensure availability of necessary staff.

Enclaves are intended for meetings and private phone calls that require privacy or a quiet space in a shared office environment. At no time, should an enclave be utilized as a staff office. Users are asked to vacate the enclave as soon as their meeting / conversation has concluded.

Please avoid unnecessary holding of meeting rooms in an effort to block others from booking them. All meeting spaces within the facility are ASU spaces and are to be shared amongst the ASU community.

Room Usage Guidelines

Events at the Barrett & O'Connor Washington Center must be ASU sanctioned functions, hosted by a specific department and with an ASU employee member in attendance. Requests for functions outside these parameters must be submitted to the director of operations.

The individual who reserves the meeting space is responsible for its use and care. Rooms must be left in the same condition as found and cleared of any debris.

Any leftover food items that the group wants to keep must be removed immediately following the event and taken to the appropriate department floor. All other items must be discarded.

After-Hours and Weekend Meetings and Events

All meetings and events taking place after regular business hours (defined as anything before 8AM, after 5PM and any time on the weekends) requires a staff member from the hosting department to be onsite to manage all aspects of the event, from providing access to the building for the security guard staffing the lobby (if beyond their regularly scheduled hours during the week and any time on the weekend) through final cleanup at the conclusion of the event.

Responsibilities of the department hosting the function:

- book appropriate function into the Event Management System (EMS) room booking software; note that security guards require two weeks advance notice to secure
- communicate event details to the director of operations in a timely manner
- provide staff member to be first person on-site the day of the event to provide security guard access to the facility; note that security guards hired to work weekends do not have ASU access cards and will require a staff member from the hosting department to provide building access
- meet the caterer, sign for catering and either escort the caterer or bring the food them self to the event room
- provide on-site support for your guests' needs, such as printing, making photo copies, getting beverages, etc.
- clean up after the function removing all debris from tables and placing all unconsumed food into trash bins. Function rooms should be left as found.
- ensure all guests have departed the facility before leaving (ie. be the last to leave)

Responsibilities of facilities team:

- actively track upcoming events in EMS
- communicate with department staff booking the meeting to clearly define the needs of the meeting or event to include: timing of guest arrival and departure, make up of guests invited (public vs. internal ASU), expected number of attendees, room set-up requirements, and audio-visual needs
- if the event is being attended by the public and a security guard is deemed necessary by the director of operations, the director of operations will contract for this service. The guard will arrive 30 minutes prior to the advertised start of the function and will remain until 30 minutes after the advertised end of the function.
- set-up the room as specified by the end user in advance of the function.

- communicate with Executive Technology Support team to update on provided audio-visual support needs

After Hours Security Coverage

A lobby attendant or security guard must be on duty for events where the public is invited to attend, including early mornings, late evenings and on weekends ('public' is defined as anyone who does not have an ASU Sun Card or access card).

Requests for coverage must be submitted to the director of operations via email at least two weeks prior to the event date (ten business days) to allow the building management team enough time to staff the position.

For approved functions, security personnel will be requested half an hour prior to the beginning of the posted event start time until half an hour after the event has been advertised to end. Regretfully, requests for last-minute over time on the day of an event will not be accepted.

The security guard must remain in the lobby at all times, ensuring the safety and security of the attendees and the facility.

Event Registration

Event registration must be hosted in the lobby for all events where the public is invited.

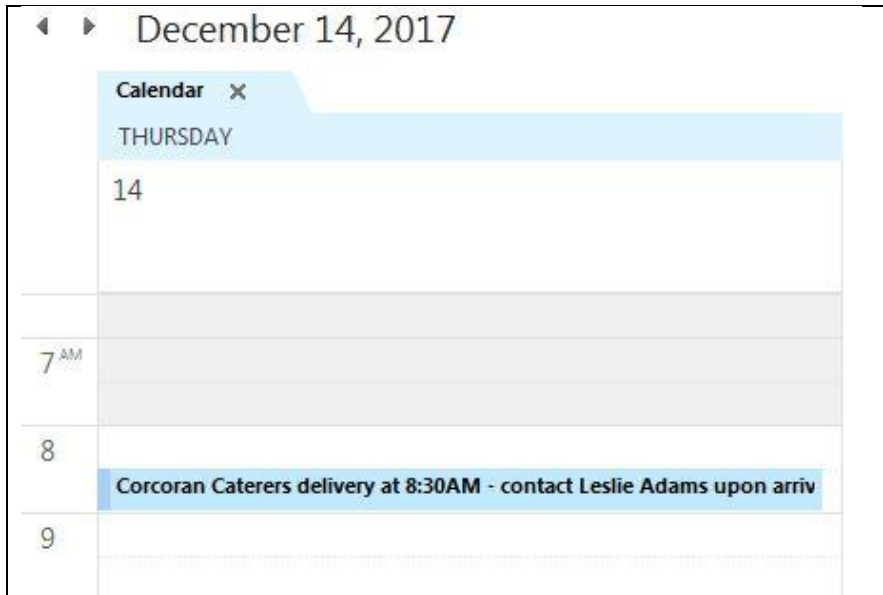
A registration table and chairs will be provided for the department hosting the function and all incoming guests will be directed by the security desk to that table. It is the responsibility of the event staff to approve those guests who may then proceed via the elevator to the appropriate floor.

Catering delivery procedures

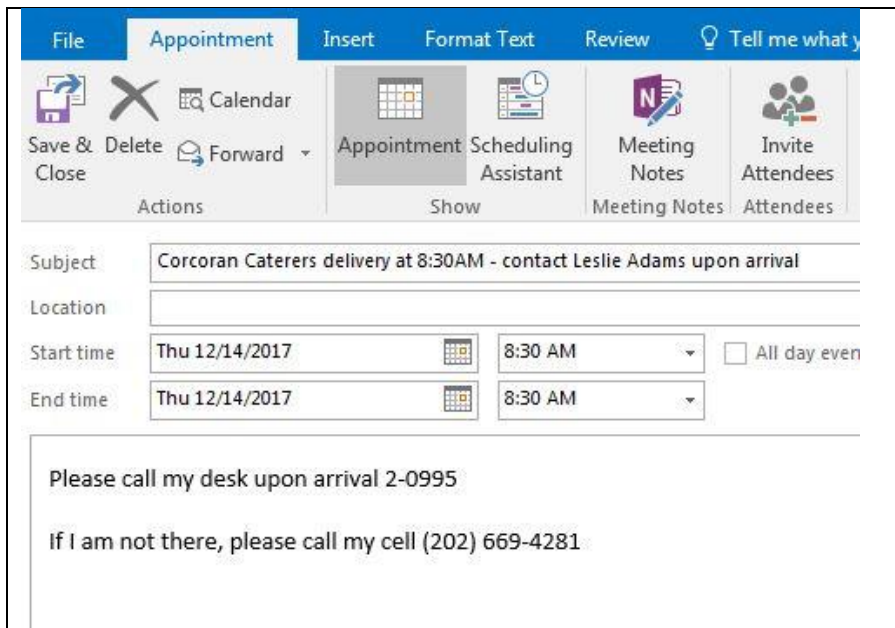
Catering, including the delivery and payment of, must be coordinated by the ASU unit hosting the function. A list of local caterers, including those who deliver and/or offer full service catering, is available in the **ASU Barrett & O'Connor Washington Center Event Guide** found under the ASU DC Resources website tab.

A calendar appointment must be added to the ASUBarrett&O'ConnorCenter Outlook calendar to advise the front desk of the impending delivery.

For example:



Because the lobby attendants will not leave their desk to look for you, your contact number (and a backup) should be included in the body of the meeting:



If items are being delivered before or after official business hours and no lobby attendants or security guards are on duty, the ASU hosting department will be responsible for assisting the caterer in gaining access into the facility.

Arrangements should be made in advance for where the food and beverage will be stored if the caterer delivers early and another event is taking place in your reserved meeting space. Note that the eighth floor catering kitchen does not have a refrigerator.

Service of Alcohol

The service of alcohol at any event within the Washington Center requires both approval from ASU and the use of a DC-licensed caterer who will both procure and serve the drinks and food.

ASU Special Event Permit

Event hosts must submit their event to ASU's Special Event Registry at least 30 days prior to the function - <https://eventreg.asu.edu/home>

Licensed caterer

All ASU events require a licensed caterer to provide and pour the alcohol (to include beer, wine and/or liquor). The caterer must provide their DC Department of Consumer and Regulatory Affairs (DCRA) license to pour alcohol, proof of their liability coverage and add ASU and its affiliates as additional insured. This insurance document must be on file with the director of operations.

Per DC law, substantial food must also be provided by the caterer.

Vendors

All vendors, including caterers who are offering full-service catering, at the Barrett & O'Connor Washington Center must provide proof of up to \$1,000,000 liability insurance. Proof of insurance must be filed with the facility manager.

Any vendors who mis-use the facility, endanger our staff/students or their own employees, cause avoidable damage to the building or its elevators and/or otherwise engage in inappropriate behavior may be prohibited from doing future business at the Barrett & O'Connor Washington Center.

ASU Barrett & O'Connor Washington Center Event Guide

The ASU Barrett & O'Connor Washington Center Event Guide has been created to assist in producing meetings and events. The document includes local hotel and catering suggestions, in addition to capacity information, diagrams and photos of the meeting and event spaces available within the facility.

This document is available under the ASU DC Resources tab and on the website. You may forward it to ASU colleagues as requested. It is updated regularly by the facility manager.

Inclement Weather Procedures

It will be up to the hosting department if they want to continue to host their function in cases of inclement weather.

Note that the support staff at the Barrett & O'Connor Washington Center including security guards, day porter and janitorial staff will follow OPM closing and delayed-opening procedures.

Room Set-Up Assistance

The facility's day porter will be on hand to assist with requested room set-ups (for example: requesting rounds of eight, classroom or theater style, an extra table for catering, etc.) for your meetings and events. Adequate time must be allotted when making your room reservation for set-up and breakdown. Consideration must be taken for how the room will be set previous to your function and how long it will take to move/install/remove the existing tables and chairs to meet your request.

Based on the day porter's availability and his/her other responsibilities, last minute requests may not be able to be accommodated by this individual. Staff should remain flexible and assist where possible at all times. Grabbing an additional chair or table on your own may be the fastest way to accommodate your guests.

Audio-Visual Assistance

Staff members with the University Technology Office are on hand to assist with the audio-visual set-up needs of your meetings and events.

Meetings and events with extensive audio-visual needs should be discussed with the UTO staff members in advance, to both ensure staffing availability and to provide time for appropriate testing and run-thrus.

Coat Check

Coat check and coat check attendants should be contracted as needed by the department hosting a function at the Barrett & O'Connor Washington Center. The cost of this service is the responsibility of the department host.

Valet Parking

Valet parking should be contracted as needed by the department hosting a function at the Barrett & O'Connor Washington Center. The cost of this service is the responsibility of the department host.

Smoking

Smoking is strictly prohibited within the facility, on the Event Pavilion patio or within 25' of the front door.

Hoteling Workspace Procedures

Visitors

The ASU Barrett & O'Connor Washington Center has several offices and work stations available for faculty and staff who are visiting the Washington, DC area and who need a space to work, participate in a video conference, ec.

For ease of entry upon your arrival, individuals needing space should email their request with date and time to hoteling-dc@asu.edu so that a desk or meeting room may be placed on hold, your ASU ID can be updated for floor-level access and the security desk can be advised of your impending arrival.

When locking items in your hoteling workstation during they day, keep the furniture key in a secure place. At the end of your day, leave the key in the top drawer for the next user.

Faculty and Staff

Faculty and staff may reserve hoteling offices, as needed, in EMS. They can also reach out to the front desk in-person or email the operations team at hoteling-dc@asu.edu for assistance in booking a hoteling space and/or for access to EMS.

Executive Technology Office

The Executive Technology Office (ETO) will staff two full-time positions at the Barrett & O'Connor Washington Center.

ETO staff members will offer desk side support and troubleshooting for all building tenants including:

- phones
- printers/copiers
- desktop and laptop support
- mobile devices
- email
- software requests

They will also be available to assist with all meeting and event needs including video conference set-up and AV management in the Event Pavilion.

Requests for ETO assistance at your program or event must be disclosed and discussed in advance. Please indicate your need for AV assistance when booking your event in the EMS Room Booking Software. Allowing our ETO team members ample time to prepare and test equipment in advance of your program will reduce the chances of unexpected technology failures.

To contact ETO, email utodc@asu.edu.

ASU DC Resources Tab

An intranet site has been created for the convenience of all faculty and staff working at the Barrett & O'Connor Washington Center. To access the site, ASU DC employees must log-on to the ASU DC website at washingtondc.asu.edu.

The following resources are available under the ASU DC Resource tab:

Staff Resources

- Staff directory – includes name, title, department, office location within the DC facility, phone number, cell phone number and email address
- Facility Handbook
- Metro subsidy policy
- ASU Washington DC brochure

Building Resources

- Evacuation plan
- Security desk protocols
- Hoteling protocols
- Guidelines for requesting a meeting or event space by a non-ASU entity
- Setting up voice mail
- Phone user guide – Cisco 7841, 7965 and 8831 models

Event Resources

- Event Guide
- Facility alcohol policy
- EMS room book software guide

Student Resources

- ASU Student Services information
- Getting around Washington, DC

Sustainability

Both Arizona State University and the District of Columbia are committed to sustainability. Please utilize the provided receptacles to separate these items:

Paper – cups and containers, flattened cardboard, food and beverage cartons, newspapers and magazines, books, junk mail, office paper

Plastic – cups and containers, bottles and lids

Glass – bottles and jars

Metal – steel and aluminum bottles, cans and containers

PLEASE NOTE that per District Recycling Guidelines, all recyclables should be clean and empty. Items smaller than 2"x2" should not be placed in the recycle bin. This includes utensils, straws, small dressing or condiment cups, plastic bags, tissues, etc.

Local Office Resources

Post Office

[U.S. Post Office](#)

1050 Connecticut Avenue, NW, Washington, DC
(202) 636-1259
Open M-F 9:00AM to 5:00PM; Closed on weekends

Shipping

[FedEx Kinkos](#)

2020 K Street, NW, Washington, DC
(202) 331-9572
Open M-F 7:00AM to 10:00PM; Saturday 8:00AM to 8:00PM; Sunday 10:00AM to 8:00PM

[FedEx Kinkos](#)

1612 K Street, NW Washington, DC
(202) 466-3777
Open 24 hours a day, 7 days a week

[The UPS Store](#)

2000 Pennsylvania Avenue, NW Washington, DC
(202) 457-8166
Open M-F 8:30AM to 7:00PM; Saturday 10:00AM to 5:00PM; Closed Sundays

Office Supplies

[Staples](#)

1901 L Street, NW, Washington, DC
(202) 293-4415
Open M-F 8:00AM to 8:00PM; Saturday 9:00AM to 7:00PM; Sunday 10:00AM to 6:00PM