NCRC WELCOME KIT
Important Move-In Information for NCRC Community Members
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Health & Safety

Environmental, Health & Safety (EHS) Guidelines
The NCRC adheres to the health and safety standards set forth by the EHS Guidelines. See the enclosed handout for complete details. You can also visit the U-M EHS website for additional information (http://ehs.umich.edu/).

NCRC Environmental, Health & Safety (EHS) Representative

EHS - Senior EHS Representative: 734-763-3958
EHS - Lab Safety: 734-647-5931
ncrc.oseh.contact@umich.edu (all inquiries)

UM NCRC Safety Guidance Manual
http://ncrc.umich.edu/life-ncrc/health-safety

Emergency Evacuation Plans
Evacuation plans vary from building to building. Your building’s evacuation map is enclosed. For the most current evacuation plans, please refer to evacuation maps posted outside of NCRC elevators and stairwells.

Division of Public Safety & Security (DPSS)
• Emergencies (Police, Fire, Medical)
  Dial 911
• NCRC Security Dispatch
  734-764-9000
• NCRC Site Officer (DPSS Hospital Security)
  ncrcsecurity@umich.edu
• U-M Police Department
  734-763-1131
  http://police.umich.edu/
Facilities:

Mail Services

U-M Campus and United States Postal Service (USPS) Mail
Both campus and USPS drop off and pick up is available from 8:00am - 9:00am and 1:00pm - 3:00pm at the following locations:

- 2800 Plymouth Road - Central Service Center, Building 18, Room G019
- 1600 Huron Parkway - Central Service Center, Building 520, Room 1311

Packages
Incoming, perishables, courier-delivered packages, such as UPS and OfficeMax, will be delivered to your desk.
Please be sure to provide your supplier with your phone number.
FedEx and UPS drop boxes are located in Building 90 and Building 520. Courier pick up from these boxes are as follows:

- 2800 Plymouth Road between 5:00pm - 6:00pm
- 1600 Huron Parkway between 4:00pm - 5:00pm

Freight, Large Equipment and Cart Deliveries
Building 90 dock (staffed) & Building 550 South Dock (unstaffed – call to schedule)

- Dock hours 7:00am – 6:00pm, Monday – Friday
- Cart deliveries are not permitted through staffed lobbies.
- Caterers using a cart must come through the Building 90 dock or South entrance of Building 520.
- Small deliveries may be carried through lobbies as long as no cart is required.

Contact Dock Services: 734-763-0773 - ncrclabservices@umich.edu

Mailing and Shipping Addresses:

Deliveries to the 2800 Plymouth Road side of campus:
North Campus Research Complex
2800 Plymouth Road
ATTN: [Name, Building, Room Number, PI Name, Lab]
Ann Arbor, MI 48109-2800
[Include a contact phone number.]

Deliveries to the 1600 Huron Parkway side of campus:
North Campus Research Complex
1600 Huron Parkway
ATTN: [Name, Building, Room Number, PI Name, Lab]
Ann Arbor, MI 48109-2800
[Include a contact phone number.]
NCRC Building Access
All buildings at the NCRC have regulated access control. Your Mcard has been activated to allow you access to authorized employee entrances.

- U-M employees and NCRC community members must have their Mcard available to enter the buildings. You may be asked to present your Mcard to reception personnel. Employees who do not have their Mcard available must enter and sign-in at one of the main entrance: Buildings 16, 18 and 520.
- For access before or after lobby hours, during holidays and on weekends, you will need to scan your Mcard over the card reader for the door to unlock.
- If your card fails to allow access, use the call box located at authorized entrances for 24-hour assistance. Please identify yourself when calling the operator.
- Access to restricted areas at the NCRC requires completion of a NCRC Identification Card Request/Change form, which is available on the NCRC website http://ncrc.umich.edu/life-ncrc/services/requests

Should you have any questions, please contact the NCRC ID Station.

NCRC ID Station
Building 18, Room G018
Monday – Friday
9:00am - 12:00pm & 1:00pm - 4:30pm
734-764-9004
NCRCAccess@umich.edu

Office Keys
Each department is responsible for requesting office keys through the University key office.

Security will unlock offices or desks if needed, as long as identification is provided.

Visitors
- All NCRC visitors will be asked to sign in at visitor entrance reception desks.
- Departments are encouraged to notify reception personnel of any visitor appointments in advance. Reception personnel will call the department’s designated contact to provide notification of visitor arrival. The department will need to provide instructions to reception personnel on how to direct their visitors.
- Visitors must be accompanied by a department host during non-staffed lobby hours. Entrance to and exit from all buildings is the responsibility of the host during non-staffed hours.
Facilities:
Custodial Services

Cleaning Standards & Schedule

NCRC participates in a campus wide comprehensive cleaning system called (OS1) which focuses on specialized cleaning teams. Plant Building and Grounds Services Custodial Cleaning Standards can be viewed here: http://www.recycle.umich.edu/grounds/ under “cleaning standards”.

Recycling
NCRC participates in the University’s recycling program, known as Single Stream.

- Mix your paper and container recyclables in the same bin and recycle almost all of your plastics.
- Rinse items before recycling them, if applicable.
- Styrofoam cups / takeout containers, paper plates / cups and plastic lids are not recyclable.

Specialized Recycling
- For confidential document recycling, contact your procurement office’s vendor(s).
- For battery recycling, contact Lab Services at ncrclabservices@umich.edu for pick-up or questions.
Facilities: Bus Service

Bus Schedule: [http://pts.umich.edu/transit/routes.php](http://pts.umich.edu/transit/routes.php)

**North-East Shuttle**
Providing service between the NCRC and Medical campus and to EAAHC & Domino’s Farms.

**Commuter**
Providing service between the NCRC, North, Medical, Central and South campuses.

**Northwood**
Providing service between the NCRC, North, Medical and Central campuses.

**Wall Street Express**
Providing service between the Medical campus and the Wall St. Parking Structure.

**Wall Street-NIB**
Providing service between the NIB, Medical campus and the Wall St. Parking Structure

**Bio Research Shuttle**
Available to all members of the university community with research specimen transport needs. It is not a passenger service.

**Ann Arbor Area Transportation Authority (AAATA)**
U-M badge (Yellow Mcard) holders ride AAATA buses for free. Route 22 services North Campus from the NCRC. Route 23 services the Green Road Park and Ride lot, Medical School and U-M campus locations. See the AAATA website for routes and schedules ([http://www.theride.org/](http://www.theride.org/)).

**Park & Ride Lot**
The closest free Park & Ride lot is on 1919 Green Road, south of the Plymouth Road intersection. This is approximately one mile from the NCRC site. The U-M North-East Shuttle Route and AAATA Route 23 service this lot.

*Interactive live overview of each of these bus routes and maps are available at [http://mbus.doublemap.com/map/](http://mbus.doublemap.com/map/)*
Amenities:

Dining

**Picasso at NCRC, Building 18**
Picasso serves a wide variety of options to choose from including:
- Country Kitchen, Grill Station
- Mad Mex, Mexican Cuisine
- Box & Bowl, Asian Cuisine
- Deli Station
- Soup & Salad Station
- Grab & Go
- Beverage Station
- Guest Vendor (a daily rotation of local vendors)

**Hours of Operation for Building 18 - 7:30AM – 2:30PM**
- Breakfast Hours: 7:30AM - 10:30AM
- Lunch Hours: 10:45AM - 2:30PM

**Picasso Grab Lab, Building 520**
The Grab Lab has a full service Starbucks, popcorn machine, grab & go meals, soups, salads, sundries and more.

**Hours of Operation for Building 520 - 8:00AM - 3:00PM**
The Wellness Center is a resource to help promote greater health and wellness for all UMHS employees and U-M NCRC faculty & staff. This is accomplished by offering fitness and strength training machines, MHealthy Classes and multiple Wellness Programs. Lockers and showers with towel service are also available.

**Location & Hours of Operation**
The Wellness Center is located in the basement level of Building 16 and is open 7 days a week, Monday - Friday, 5:00AM - 9:00PM.

**NCRC Wellness Center Member**
To become a member please:
• Review and complete the online forms found on the [NCRC Website](#)
• Complete an orientation
• Sign up for a monthly fee of $10.00 using a debit or credit card

**Eligible Wellness Center Members:**
• UMHS Faculty or Staff
• University NCRC Occupants
• NCRC Accelerator Occupants
• NCRC VA Occupants
• U-M Traverwood Occupants
• NCAC Occupants

**Lockers**
To request a locker located outside of the shower rooms, email NCRCLabServices@umich.edu.

**Questions or Comments**
Please contact ncrcfeedback@umich.edu
Contacts

Your U-M phone extension is the last 5 digits of your U-M phone number. To call an outside (non U-M) line, you must dial 9 and then the phone number.

Department of Public Safety & Security (DPSS)
- Emergencies (Police, Fire, Medical)
  Dial 911
- U-M Police Department
  734-763-1131
  http://police.umich.edu/
- NCRC Security Dispatch
  734-764-9000

Information Technology, Phones and Audio/Visual Services
- Health Information Technology & Services (HITS)
  734-763-7770
  msishelp@umich.edu

Parking & Buses
- Logistics, Transportation & Parking
  734-764-8291
  http://pts.umich.edu

Facilities Maintenance (Building and Grounds)
- Facilities & Operations Call Center
  734-647-2059
  www.plantops.umich.edu
- Furniture Maintenance
  NCRC Requests

University Key Office
734-764-3481
525 Church Street
Room 1103
www.plantops.umich.edu/

Site Services
- Mail & Dock 90/520 Services
  734-763-0773
- Lab Services
  Biological Waste Pick-up, Glass Wash, & Autoclave
  734-763-0773
  NCRCLabServices@umich.edu

NCRC Administrative Information
General Information
NCRCFeedback@umich.edu

Lobby Hours, Monday-Friday
- Building 16
  734-763-1812
  7:00am – 6:00pm
- Building 18
  734-763-5604
  7:00am – 6:00pm
- Building 28
  734-647-5964
  8:00am – 6:00pm
- Building 520
  734-764-9012
  7:00am – 6:00pm

NCRC Website
http://www.ncrc.umich.edu/

MCommunity Directory
https://mcommunity.umich.edu/

Mcard Office
734-764-9004
NCRCAccess@umich.edu for inquiries
NCRC Requests for details and form

MLibrary@NCRC
Building 18, G218D
mlibrary-ncrc@umich.edu

North Campus Children’s Center
734-936-8485