



**School of Human Ecology**  
UNIVERSITY OF WISCONSIN-MADISON

**Nancy Nicholas Hall**  
**Facility Use Guidelines**

**1300 Linden Drive**

**Madison, WI 53706**

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## Welcome to Nancy Nicholas Hall, home to the School of Human Ecology!

The vision for Nancy Nicholas Hall is to create an environment that supports and enhances education, research, creative scholarship, and outreach. This environment will enhance the values<sup>1</sup>, visibility and access of the School of Human Ecology within the campus community and beyond.

### Design Goals

- Design and construct a high quality, healthy and energy responsible environment that unites the historic and the new
- Create a setting that supports creativity and a high standard of professionalism
- Create a balance between School-wide and unit/department identity by supporting interaction and cohesiveness at both levels
- Provide settings that nurture community and interaction
- Incorporate modularity and flexibility to allow for change over time

The Facility Use Guidelines will help you take advantage of the resources available and answer questions about space and technology in the building. Please take a few moments to become familiar with the guidelines and policies included in this document. Updates and new information will be incorporated as more systems and information come online.

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<sup>1</sup> Values refers to the [SoHE Values and Operating Principles](#) accepted by the faculty in May, 2000 . That statement is integral to the Building Project Vision and Goals statement. .

## Section 1.01 Nancy Nicholas Hall – Important Contacts and Information

### **Building Infrastructure and Technology Services**

**For routine issues, email: [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu)**

Location: Office # 1116 [Nancy Nicholas Hall](#)

Ph: 265-0534

Office hours: M-F 8:00 am – 4:30 pm

If you are locked out of your office, you can also get assistance at the CAPS office in 4199. If all of the BITS staff are out of the office assisting other staff, please see Assistant [Dean Bruce Hellmich](#) in office [1144](#).

### **Online Meeting Room Reservation System**

Information on checking room availability and reserving conference rooms can be found online here: <https://sohe.wisc.edu/getting-things-done-at-sohe/room-reservations/>

### **UW-Madison Campus Police and Security**

General: 264-COPS (2677)

Emergency: 911 – direct dial from any phone, any time

### **Section 1.02 Building Code and ADA Compliance**

[Nancy Nicholas Hall as designed and constructed meets all building codes and is ADA compliant, a mandate for all campus facilities. This requirement is not limited to public areas but also must be observed for interior spaces including private offices and suites.](#)

[Campus requires that workspaces maintain at least 28” width including private offices, around workstations, etc. The furniture and space plans for the building have been designed to meet these requirements.](#)

### Section 1.03 Code Violations

The building will be periodically checked for code violations by building inspectors, including the UW-Police Department, the Safety division of Facilities Planning and Management, and Madison Fire Department. Typical violations include “permanent set-ups” of extension cords, blocked fire extinguishers, ADA compliance or blocked exits and hallways. [BITS staff](#) will be the point of contact for all campus and city agencies and will work with departments and employees to ensure a safe environment.

### Section 1.04 UW-Madison Facility Use Policies and Guidelines

The Vice Chancellor for Administration sets the broad policies and operating guidelines for all campus facilities including Nancy Nicholas Hall. A complete list of these guidelines may be found [here](#).

### Section 1.05 Building Hours

The building is open from 7:00 am – 8:00 pm, Monday through Friday, closed Saturday and Sunday unless otherwise programmed for an event or by special permission.

The Preschool Lab is open Monday through Friday, 7:30 am – 5:30 pm, closed Saturday and Sunday.

The building is closed on all campus-designated holidays.

### Section 1.06 After Hours Use

Special events and activities may occur outside of posted building hours, [if](#) arranged [for](#) in advance. The [BITS staff](#) will work with you to be sure the building is open at the appropriate time. Please review the Guidelines and Procedures to reserve space as posted on the School website (<https://sohe.wisc.edu/getting-things-done-at-sohe/room-reservations/>). Student organizations must work through their faculty advisor to request after-hours access for special events or use of the large classroom (2235/2255).

### Section 1.07 Emergency Procedures: When in doubt call (911)

The [UW-Madison Police Department](#) is responsible for emergency procedures governing the campus, including the School of Human Ecology. Non-emergency issues should be directed to [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu) or dial 264-COPS. For questions related to the Preschool Lab please contact the Director at 263-4579.

### Section 1.08 Work Environment : Daylight

Nancy Nicholas Hall incorporates excellent strategies to bring daylight into the building, creating a teaching and working environment filled with natural light. This includes reuse of the historic 100-year old Italian glass from the existing building, sidelights and clerestory across the upper walls to bring outside light to inner spaces.

In addition, Nancy Nicholas Hall was awarded LEED Gold status. Daylighting credits for LEED certification are essential in the design and *“provide for the building occupants a connection between indoor spaces and the outdoors through the introduction of daylight and views into the regularly occupied areas of the building.”* This approach was unanimously endorsed by the Program Committee whose members included faculty and staff and by the UW-Police Department from the perspective of safety and security.

Window treatments have been provided for south facing offices and conference rooms and instructional spaces for purposes of darkening for a presentation. Offices and workspaces on the north side do not have coverings to better allow light into space.

### Section 1.09 Hanging Objects and Office Decoration

We recognize the importance of personalizing your workspace or office, and want to make it simple for you.

Please contact BITS before hanging any items on the wall. Because we have a diverse mix of wall surfaces in the new building, we can provide you with the right “hanging tools”. Some areas require magnets and hangers and should not be punctured or adhesives applied, while others are exterior plaster walls. We all want to avoid large holes to be patched later or marred walls that will need to be painted – using the right tools will help keep the space in good shape for years to come.

Do not apply adhesives to painted or wood surfaces in the building, as they usually cause damage to the surfaces and require extra cost for cleaning or repair.

All decoration must meet university guidelines for safety, appropriateness and Inclusiveness. For more information on Holiday displays, see S:\Academic Technology\Facilities\Communications and Policies

### Section 1.10 Showers

For the use of Human Ecology employees, there are two private shower rooms located on the first floor at the west end of the addition, across from the Community Police officer. These rooms are locked at all times. Please contact BITS ([bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu)) to get access. Users need to provide their own soap, towels and other personal items. Please keep the rooms clean and neat for the next person.

### Section 1.11 WISCARD (Card Access) and Keys

The School of Human Ecology is equipped with a security system for access to the building and to areas inside the building. The access system is directly tied to your campus ID (WISCARD), and per campus Lock shop direction, keys are not issued for these spaces.

BITS staff are the point of contact for security and access requests for the School of Human Ecology and work within the protocols established by campus.

### Section 1.12 Requesting Keys or Card Access to rooms

The Campus Key Policies (February 2011) are established by UWPD in cooperation with UW Lockshop. These and other campus agencies work with the School of Human Ecology on matters regarding safety and security.

Keys and/or card access requests are processed for those who are *actively enrolled* in the School, *employed* by the School or who have a *current appointment* in the School as follows:

1. When an Human Ecology employee or person with an appointment (including a zero-dollar) with the School requires a key and/or card access, that request must be initiated by their direct supervisor or

department chair. Employees are those who are actively on payroll with Human Ecology and may include faculty, staff, and paid graduate students.

2. If a student requires a key and/or card access to be assigned to them, that request must be initiated by their instructor or faculty advisor.
3. Campus policy prevents the School from issuing keys to volunteers – access must be coordinated with the appropriate department chair, center director or supervisor.
4. All requests for access to interior or exterior spaces, or changes in permission for accessible areas, must be submitted by the full time employee who has been assigned the space, or a department chair. Because of the coordination with campus Lockshop and UW Access Security, key requests should be made well in advance. If new keys need to be ordered, we have seen delays of up to 3 weeks from receipt of the request to get the keys made.
5. Requests should be sent to [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu), and should include the list of areas the person needs access to, the person's name, Campus ID (necessary if the person's name is common), position (grad student, faculty or staff), department, and if the person will need after hours access.

**In the event you lose your key or WISCARD, notify [BITS staff](#) immediately. As noted on the form, a \$20 lost key fee will be collected prior to issuing any new or additional keys, with the fees increasing for every lost key incident. Checks can be made payable to UW-Madison.**

### Section 1.13 Weapons Prohibited

Guns and/or weapons are prohibited in the School of Human Ecology building. Click [here](#) to learn more about the law from UW System Administration. If you have questions about the implementation of the law on campus, please email [uwpolice@mhub.uwpd.wisc.edu](mailto:uwpolice@mhub.uwpd.wisc.edu)

### Section 1.14 Building Directory and Information Kiosks

Building directories and occupant lists are maintained centrally. A central, online directory is maintained by the Dean's office on the School website and is the official directory of Human Ecology. [Email directory changes to webmaster@mail.sohewisc.edu](mailto:webmaster@mail.sohewisc.edu).

### Section 1.15 Instructional Space

Nancy Nicholas Hall was designed to support a variety of instructional needs, from large lectures to graduate student seminars.

Human Ecology faculty and instructors who wish to use classrooms in Nancy Nicholas Hall must follow the Campus Classroom Scheduling Policies as revised October 3, 2002 and found in the Registrars Office website

- [http://registrar.wisc.edu/documents/srpc\\_policies.pdf](http://registrar.wisc.edu/documents/srpc_policies.pdf)

### Section 1.16 Technology-based Rooms

Most conference and meeting rooms in Nancy Nicholas hall have projectors or televisions to display AV. Rooms 1199 and 4285F have video conference capabilities. All rooms with technology have instructions located in the room. Users of the room are responsible for setting up and using the technology if it is needed. BITS will provide training to anyone interested in using the rooms on how to use the technology. You can contact BITS if you would like training or have issues using the equipment. Please note – no food or drink is allowed in the computer labs (1135A, 1135B) or campus controlled classrooms 1125 and 4235.

### Section 1.17 Conference Rooms and Reserving Space in Nancy Nicholas Hall

Nancy Nicholas Hall is home to several conference rooms, ranging in size from two-person rooms to Plenary Hall, which may accommodate up to 75 people. Each room has a standard furniture layout and associated technology.

Conference room reservations may be made by SoHE faculty and staff using EMS, our Online Reservation System. Rooms may only be reserved by SoHE Faculty and Staff for events that are School related. The faculty or staff member reserving the room is responsible for the event, and making sure the room is left in a clean and usable state after the event.

For more information see <https://sohe.wisc.edu/getting-things-done-at-sohe/room-reservations/>

### Section 1.18 Alcohol

Serving alcohol at any time in the School of Human Ecology facility – indoor or outdoors – requires an Alcohol Beverage Service Permit. The [Campus Facility Use Guidelines](#) describes the comprehensive rules, regulations, guidelines and processes each unit must follow, specifically with regards to alcohol. An excerpt from this document is below:

*“Applications for Alcohol Beverage Service Permits should be submitted to the Academic dean...immediately responsible for the academic department or academic unit in whose space the alcohol beverages are proposed to be served. Before issuing a permit for outdoor service, such as in an adjacent courtyard area, the dean is to consult with the Director of the Division of Physical Plant”*

### Section 1.19 Digital Exhibition and Display

The Human Ecology building has several electronic display systems. These are intended for displaying information about Human Ecology as well as events and notifications of interest to staff, students and visitors. If you would like to have a sign posted, please send it to [t3@mail.sohe.wisc.edu](mailto:t3@mail.sohe.wisc.edu).

Video or promotional material **should be created according to the Digital Signage Guidelines** and **must** be reviewed **and approved** prior to display. The digital displays do not have audio capability.

Please indicate (**in your email request**) when the notice should be removed. The School cannot accept paid or unpaid business advertisements and reserves the right to edit, remove or reject any material determined to be inconsistent with the mission and values of the School of Human Ecology.

No political, business or personal advertisements will be accepted.

### Section 1.20 Signage for Offices and Workspaces

A standard building sign package (ADA compliant) has been developed and all new or modified signage must match those standards. Please contact [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu) for questions or additional information.

### Section 1.21 Information and General Questions

The students staffing the desk in the Link at the Fetzer Center for Student Excellence (SAA) are there to help visitors with quick information about the School. In addition we will rely on the kiosks and websites to have the most current information about events and activities during the day; and the front desk provides a first point of contact for visitors and guests.

### Section 1.22 Public Artwork & Display

There are many areas and venues in the building for exhibition and display of faculty and student work. At this time we ask that you not hang flyers, posters or art in areas *other than* private offices or work stations. If you have a piece of art or picture that needs to be hung in shared or private office spaces, please submit your request to [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu) who will assist you with tools appropriate for the wall surfaces in your work area or office.

### Section 1.23 Food and Other Refreshments at Building/SoHE Events

The campus has established [guidelines](#) and processes for caterers and refreshments. Please reference these guidelines during the planning process of your event if you plan on serving any type of refreshments to ensure your event is in compliance with campus policy.

There are two catering kitchens in the Human Ecology building – one adjacent to the Wisconsin Idea Center on the first floor and a larger one on the fifth floor as part of Plenary Hall and may only be used when in conjunction with an approved event.

Responsibilities of users of any Human Ecology space for a catered *or* non-catered event:

- The caterer is responsible for cleaning any area used in the delivery, preparation or serving of food. The user is responsible for making sure the caterer cleans up after an event.
- All trash must be bagged neatly, water tight and clustered together for quick removal by custodial.

The kitchens are not to be used by students or employees to store personal food items (e.g. lunch).

Departments, projects or groups should contact Marshal Jarreau [jarreau@wisc.edu](mailto:jarreau@wisc.edu) or (608) 265-9090 for catering events through the Robin's Nest Café or the Union. If neither the Café nor Union is available for your event, then the group may contact an outside vendor.

#### **Section 1.24 Americans with Disabilities Act (ADA)**

If you are a School of Human Ecology employee with questions regarding accommodations for a disability, please contact Assistant Dean Bruce Hellmich ([hellmich@wisc.edu](mailto:hellmich@wisc.edu)). Additional information may be found on the campus [Office for Equity and Diversity](#).

Students are encouraged to contact the [McBurney Disability Resource Center](#). For information on accessibility routes or questions related to the facility, please contact [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu). Questions regarding accessible parking can be best answered by [Transportation Services](#).

#### **Section 1.25 Balloons**

Helium filled balloons are not allowed inside Nancy Nicholas Hall. Balloons released inside the building will set off fire alarms and the sprinkler system.

#### **Section 1.26 Political Purposes**

The University Facilities Use Committee has developed policies regarding political activities, a copy of which may be found [here](#).

#### **Section 1.27 Lost and Found**

The building lost and found is located in room [1116](#).

#### **Section 1.28 Smoking**

In keeping with sustainable building principles, the School of Human Ecology is a smoke-free facility.

Smoking is not allowed within 25 feet of an entry, fresh air intake or on the roof terrace.

### Section 1.29 Lockers

Lockers for students and staff are conveniently located throughout the building and are managed by [BITS staff](#). Student lockers are assigned by zone on a one-or-two semester basis. The School does not provide locks. Lockers must be empty and locks removed before the last day of the academic year in May. In the event the locker is not cleaned out as noted, the School will remove and dispose of the contents. For the convenience of visitors and guests, lockers are located in room 1181 just outside the Wisconsin Idea Center, and are available for use on a daily first-come, first-served basis.

### Section 1.30 Bike Locker

Requests for bike lockers are handled by [UW Transportation Services](#).

### Section 1.31 Sustainability and Appliances

Human Ecology project goals state the intent to construct a high quality, healthy, energy responsible environment.

Offices and workstations have both a trash and recycling container for paper. Larger containers for other recyclable materials such as plastic bottles are integrated on each hallway across from the elevator.

As part of the campus effort and supported by the School of Human Ecology, the Associate Vice Chancellor of Facilities Planning and Management (FP&M) provides the following with regards to small appliances in campus buildings:

“We are very restrictive in use of appliances in an effort to conserve energy and avoid safety issues. As a result our policies include:

1. No appliances (including but not limited to: coffee makers, toaster ovens, refrigerators), personal heaters, or similar type personal equipment should be used within an individual's workstation or office area. We'd prefer no fans either, if there are temperature problems they should be reported to CARS - since this is a new facility, it may take a bit of tweaking but there's no reason the new HVAC system shouldn't work properly if reported.
2. Purchasing refrigerator and microwaves for personal use is not allowed by state regulations, so users should collectively finance these shared appliances. Please try to buy Energy Star rated appliances.

3. Use of University utilities for personal appliances other than in designated shared areas is prohibited.
4. There may be some common areas next to the conference rooms or professional development rooms where it may be sensible to locate a coffee pot. Reasonable accommodations for these are not an issue since these are for the use of the general population.”

### Section 1.32 Postings and Notices in the building

Postings, flyers and announcements are handled electronically and may be submitted via email to [t3@mail.sohe.wisc.edu](mailto:t3@mail.sohe.wisc.edu) to be included on the many display panels throughout the facility. Public bulletin boards are located on each floor above the recycling/trash centers, and are cleared on a regular basis. The School reserves the right to remove any\ items found inappropriate.

Flyers, papers or other materials may not be attached to walls, exterior doors, columns, windows or surfaces other than the bulletin boards.

### Section 1.33 Mail, Shipping and Receiving

The Central Mail room is located in the receiving room in the basement. To get there press “R” on the central elevator. There are additional mailrooms located on the 3<sup>rd</sup> and fourth floors. The shipping address is the facility address – 1300 Linden Drive, Madison, WI 53706.

Please note that campus has a policy prohibiting unapproved semis from delivering to central campus; any deliveries that come ‘freight’ (e.g., semi) need to be delivered to MDS in Verona (1061 Thousand Oaks Trail, Verona, WI 53593). MDS will then deliver to Nancy Nicholas Hall See:

[http://transportation.wisc.edu/resources/large\\_truck.aspx](http://transportation.wisc.edu/resources/large_truck.aspx)

### Section 1.34 Computer Support

For non-classroom computer problems, [email bits@sohe.wisc.edu](mailto:email_bits@sohe.wisc.edu)

For Classroom Instructional Technology emergencies call 265-0534 or [drop by room 1116](#).

### Section 1.35 Technology Equipment Check-out

Nancy Nicholas Hall is wireless with technology and equipment in all instructional and most conference spaces. There is limited, portable equipment for instructional or research purposes available to faculty and staff for off-site events. For more information please contact [bits@sohe.wisc.edu](mailto:bits@sohe.wisc.edu)

### Section 1.36 General Room Use

The person who booked a room or public space is responsible for making sure it is clean and furniture back in place. Rooms are for the shared use of [everyone](#) so do not leave or store any materials [in conference rooms or classrooms](#).

### Section 1.37 Common Sense [and Security](#)

Whether your workspace is a private office or a suite, you use the meeting rooms or hang out in the lounge on second floor, the building is a resource shared by everyone; we are all responsible for keeping the spaces clean and safe.

Please [follow](#) these common sense [rules](#):

- a. Keep office items or personal items of value locked up when you are not present at your workstation.
- b. [If you are in a shared space](#), lock your computer [when away from your desk](#) to prevent access by unauthorized users.
- c. Immediately clean up [any](#) liquids spilled on desks/tables and floors.
- d. We need to minimize vermin in our building since it contains a valuable textile collection. Dispose of used food/beverage items in hallway or available trash cans and recycling containers rather than let items pile up in your office.
- e. Keep aisles clear of stored items.
- f. Route electrical cords, computer cords or phone cords where they won't create a tripping hazard.
- g. Never "daisy-chain" power strips [or plug power strips into extension cords](#) as [these are a](#) fire hazard, [and violate city file codes](#).
- h. Heat-producing appliances such as space heaters are a fire hazard and are prohibited.

### Section 1.38 Changes and Updates – ongoing

The Guidelines are written to answer common questions and help us all work, teach and enjoy the new building.

Many of the topics found in this document are simple things we all know (i.e. no smoking, call “911” for emergencies) and to correct misinformation.

This document is not all-inclusive, and is a living document that will change as school and campus policies change. This is a compilation of campus policies and best practices from other facilities around campus.

If you have questions or something seems unclear or something isn’t making sense, please let us know.