



Wharton
UNIVERSITY of PENNSYLVANIA

SHDH Welcome Packet

December 2020

Welcome to SHDH!



Please refer to this Welcome Packet for information on your recent move and new facility.

ARTWORK

Wharton Operations can have their b-mechanics onsite once locations have been established for photographs and artwork.

IT

Should you have any IT issues once your computer is setup please contact.

- For Doctoral Program - admin-support@wharton.upenn.edu
- For Undergrad– admin-support@wharton.upenn.edu
- For Communications - admin-support@wharton.upenn.edu
- For Center of Centers- admin-support@wharton.upenn.edu
- Anyone needing assistance can also call the Steinberg IT Helpdesk (formerly MGMT-Helpdesk) for assistance during business hours – (215) 573-7006

FURNITURE

Should you find any furniture issues once you have been relocated, furniture installers will be available and ready to assist. Please contact the moves email address: Ops-Moves@Wharton.UPenn.edu

ADMINISTRATIVE

Do not forget to complete your move administration activities!

- Update mailing address
- Update information on UPenn's online directory
- Update business cards
- Update address for applicable vendors
- Update PennCard access with business administrator
- For post move assistance, please contact Wharton Operations at repair-it@wharton.upenn.edu

Table of Contents

I.	General Building Information	4
1.	Building Hours: Restricted Access	4
2.	Suite Hours	4
3.	Security Desk and Guard	4
4.	Deliveries.....	4
5.	Wharton Operations Department.....	4
II.	Building Access & Life Safety Information.....	6
1.	Keys	6
2.	Card Reader Locations.....	6
3.	Life Safety Procedures	6
	LIFE SAFETY PROCEDURE.....	7
III.	SHDH Information	10
1.	Office Furniture	10
2.	Window Shades.....	10
3.	Waste & Recycling.....	10
4.	Thermostats	11
5.	Mail	11
	DESK INSTRUCTIONS	12
	UNDERGRADUATE/COMMUNICATIONS CHAIR INSTRUCTIONS	15
	DOCTORAL PROGRAM/CENTER OF CENTERS CHAIR INSTRUCTIONS	23
	THERMOSTAT INSTRUCTIONS	28
IV.	LEED Information.....	31
1.	Lighting.....	31
	LIGHTING INSTRUCTIONS.....	32

Section I

General Building Information

I. General Building Information

1. Building Hours: Restricted Access

- i. SHDH/WARB have card access 24 hours per day, 7 days per week, for all staff, faculty and PHD students. You just need to use your Penn ID for access.

2. Suite Hours

- i. Monday – Friday: 8 am – 4pm

3. Security Desk and Guard

- i. Security guard desk is located on the 1st Floor.
- ii. Wharton security phone number: (215) 898-2300

4. Deliveries

- i. All packages and deliveries should go through the main entrance. For larger deliveries please coordinate with Wharton Operations.

5. Wharton Operations Department

- i. Wharton Operations Department is accessible via phone, email and our walk-in Customer Support Center. Contact information for the Wharton Operation department:

1. CUSTOMER SUPPORT CENTER

Jon M. Huntsman Hall
3730 Walnut Street Suite F30
Philadelphia, PA 19104

2. CONTACT INFORMATION

(215) 898-2575
repair-it@wharton.upenn.edu

3. HOURS OF OPERATION: Use Repair-It Email Until Further Notice

Section II

Building Access and Life Safety Information

II. Building Access & Life Safety Information

1. Keys

- i. Office keys will be distributed by Wharton Operations as occupants return to campus.

2. Card Reader Locations

- i. Card Readers are located at the:
 - a. SHDH and WARB security desks
 - b. Outside of suite entrances
- ii. After hour access is through the main entrance of SHDH

3. Life Safety Procedures

- i. See Life Safety Procedure document.
- ii. This document will be framed and hung on the wall at each elevator.




LIFE SAFETY PROCEDURE

EMERGENCY PROCEDURES

BUILDING NAME:
STEINBERG – DIETRICH HALL

ADDRESS:
3620 LOCUST WALK

EMERGENCIES: 215-573-3333 (PennComm)
511 from any campus phone

 Building Area of Refuge (BAR):	<small>PRIMARY:</small> Tanenbaum Plaza	<small>SECONDARY:</small> Plaza Area S. of Annenberg School
 Building Relocation Site:	<small>PRIMARY:</small> Van Pelt Library	<small>SECONDARY:</small> Houston Hall
 Building Shelter-in-Place Area:	Rooms: 107, 109, 215, 350, 351, Basement & Ground Hallways	



Shelter-in-Place (Hazardous Materials)

Purpose: To shelter occupants inside the building in the event of a hazardous/ biological material, severe weather, or other emergency incident outside of the building.

- Go inside the nearest building.
- Close all windows and doors.
- Report to the building's shelter area.



Evacuate (Fire)

Purpose: To alert occupants to leave the building in the event of an emergency incident, such as a fire, inside of the building.

- Notify and assist those needing help in the immediate area.
- Close all doors as you exit.
- Activate fire alarm pull station.
- Evacuate the building via nearest exit; report to BAR listed above; and call emergency number.
- Do not use elevators.
- Do not re-enter building until authorized by emergency personnel.



Lockdown (Active Shooter)

RUN (Evacuate)
when an active shooter is in your vicinity.

HIDE (Hide Out)
if evacuation is not possible, find a place to hide.

FIGHT (Take Action)
AS A LAST RESORT, and only if your life is in danger.

POLICE RESPONSE
When law enforcement officers arrive: Keep your EMPTY hands raised and visible. Remain calm and follow instructions.

Get Involved!

Join the PennReady team today! Call Fire & Emergency Services to find out how you can help. 215-573-7857

Know two ways out!

Visit the Public Safety Website to learn more about emergency procedures, including active shooter response:
<https://www.publicsafety.upenn.edu/pennready/procedures/>

See something suspicious? Call us 24/7/365
215-573-3333

www.publicsafety.upenn.edu



Section III

SHDH Information

III. SHDH Information

1. Office Furniture

- i. Sit/Stand Desks – There is a standard switch below the desktop surface with up/down arrows for operation.
- ii. *Undergraduate/Communications and Doctoral/Center of Centers*
 - 1. See chair operation instructions
- iii. LED Desk Lights – See LED desk light operation instructions

2. Window Shades

- i. Installed window shades are a dual shade system – each have a solar shade and blackout shade. The solar shade reduces light, the blackout shade eliminates light.
- ii. Window shades are operated manually via the chain attachment.

3. Waste & Recycling

- i. Deskside recycle bins have been provided at each desk. These bins should be for recycling only. Resist the temptation to put garbage (food wrappers, plastic waste, etc.), this type of trash should be put in the kitchen or copier room trash cans.



4. Thermostats

- i. Set point 72 degrees.
- ii. Thermostat displays have been setup with minimal options and a +/- 3-degree temperature window.

5. Mail

- i. Mail will still be handled by Penn Mail and Wharton Operations
- ii. Mail will be delivered by Wharton Operations for distribution by department business administrators.

DESK INSTRUCTIONS FOR
UNDERGRAD/COMMUNICATIONS/
CENTER OF CENTERS/ DOCTORAL

Knoll – Sit/Stand Desk



Ergonomic Setup: Sit-to-Stand Workstation



With the workplace changing, now more than ever, there is a focus on health and wellness. Research shows that moving throughout the day increases workplace satisfaction and morale, while reducing discomfort, ultimately decreasing employee absenteeism. Height-adjustable tables play an increasingly important role in contemporary office planning, offering flexibility, personalization and advanced ergonomic performance. The following tips will help set up an ergonomic workstation that ensures overall health, wellness and productivity.

① Table Height

- + Table height or input devices should be just below elbow height when sitting or standing.

② Keyboard

- + Keyboard should be within easy to reach and within the width of your shoulders.

③ Monitor

- + Monitor should be at eye level, approximately an arm's length away from you.

④ When sitting

- + The task chair should be able to fully support your back and the chair height should be set to allow your feet to fully touch the floor.

⑤ When standing

- + You should distribute your weight evenly and stand tall, and ensure that the keyboard and monitor are still set appropriately.

Knoll

UNDERGRADUATE/COMMUNICATIONS CHAIR INSTRUCTIONS

Diffrient
world™



Humanscale®



High Performance. Ultimate Simplicity.

Simplicity is at the core of Humanscale products. Each of our designs is incredibly easy to use with the fewest parts and controls possible. All this is achieved while offering the highest levels of performance and functionality.

That commitment to simplicity led to the development of Diffrient World: a high-performance task chair that fits one or 1,000 users.

From design legend Niels Diffrient, the Diffrient World chair features an unprecedented combination of performance, sustainability and simplicity in a task seating solution.

Simplicity: For the User

The Diffrient World chair has just two manual settings—one each for seat height and seat depth.

All other fittings and adjustments are automatic.

With its weight-sensitive recline, the Diffrient World chair automatically supports every user at every recline position. And its Form-Sensing Mesh Technology provides tailor-made lumbar support without external devices or manual controls.

That means we've replaced knobs, levers and instructions with effortless ergonomic comfort.





Simplicity: For the Organization

In stark contrast to other chairs, which require many adjustments, Diffrient World achieves the pinnacle of simplicity of function. Users can take full advantage of its ergonomic benefits the moment they sit down, without even thinking about it.

So instead of managing chair training for today's and tomorrow's employees, organizations can focus on managing their business.

And with just eight major parts, Diffrient World is built to last. Requiring minimal maintenance, Diffrient World comes with a 15-year 24/7 warranty. In other words, the chair's simplicity reduces the need for ongoing maintenance and repairs, making it even easier for an organization to own.



Simplicity: For the Environment

Weighing as little as 30 pounds and made of one-third the parts of traditional task chairs, the Diffrient World chair requires far less raw material and fewer manufacturing processes—and that means less extraction, energy, waste, shipping and disposal associated with its lifecycle.

And its modular design allows for easy in-field upgrades and part replacements, thereby extending its already long serviceable life.

By the way, we have a plan to find the best use for the Diffrient World chair when it's time for disposal.

Features & Innovations

1. Self-Adjusting Recline

- Revolutionary mechanism-free design harnesses the laws of physics and the user's body weight
- Automatically provides appropriate support and resistance regardless of user's size
- No unnecessary recline locks or tension springs to set or adjust
- User maintains near-constant eye level during recline

2. Pivoting Backrest

- Extra backrest motion automatically adjusts to changing needs of the spine
- Adapts automatically to provide additional lumbar support as needed

3. Form-Sensing Mesh Technology

- Tri-panel, non-stretch mesh construction creates body-fitting contours and self-adjusting lumbar support for an automatic, customized fit
- No external lumbar devices to adjust, break or lose
- Low-abrasion mesh protects clothing

4. Mesh Seat

- Frameless front edge eliminates contact stress behind the knee
- Low-abrasion mesh protects clothing
- Optional upholstered seat

5. Armrests

- Adjustable or fixed armrests connect to the backrest instead of the seat to stay with the body during recline
- Armless model also available

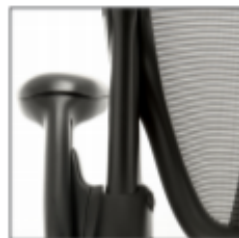
6. Body Fit

- Size-adjustable to fit widest range of body sizes
- Automatically customizes recline resistance and lumbar support for every user
- Size-to-fit settings for seat height and seat depth
- Optional height-adjustable armrests for custom arm support

7. Casters

- Standard casters for hard surfaces
- Optional soft casters or glides





Specifications

- Designed for users up to 300 pounds
- Total major parts: 8
- Total number of parts: 31
- Weight: 30 pounds
- CAL 133-approved
- Certified by BIFMA level® 3 and GREENGUARD
- May contribute to a number of LEED-CI, -NC and -EB credits
- 15-year 24/7 warranty

Options

- Diverse selection of mesh styles and colors
- Frame color options: Black, Gray, White
- Adjustable arms, fixed arms or armless
- Textile-covered seat
- Brushed stainless steel base caps
- Casters or glides
- Multiple cylinder heights
- Foot ring

Humanscale®

Creating a more comfortable place to work

www.humanscale.com
800.400.0625

DOCTORAL PROGRAM/CENTER OF CENTERS CHAIR INSTRUCTIONS

The lumbar supports the lower back and helps with posture. Positioning it in just the right place makes for a comfortable sit. On Novo, the lumbar can be adjusted from a standing or seated position. And once adjusted, the lumbar doesn't need to be re-adjusted unless someone else uses the chair and personalizes the position.

ADJUSTING NOVO WHILE STANDING

The lumbar can be moved up or down by raising or pressing down with both hands while standing behind the chair.

Test the chair first and think if you would prefer the lumbar pad to be higher or lower than the current position.

Move behind the chair and:

1. Place your fingers where the **black arrows** are shown to raise the lumbar.
2. Place your fingers or thumbs where the **blue arrows** are shown to lower the lumbar.
3. Adjust the lumbar up or down based on your preference.



ADJUSTING NOVO WHILE SEATED*

Test the chair first and think if you would prefer the lumbar pad to be higher and lower than the current position.

The horizontal frame (**green arrow**) can be used as a support for the palm while adjusting the chair.

Move slightly forward so that your back is not touching the backrest and:

1. Reach behind with both hands and position your fingertips where indicated by the **black arrows** and push up to raise the lumbar.
2. Reach behind with both hands and position your fingertips where indicated by the **blue arrows** are shown to lower the lumbar. Press down to lower the lumbar pad.

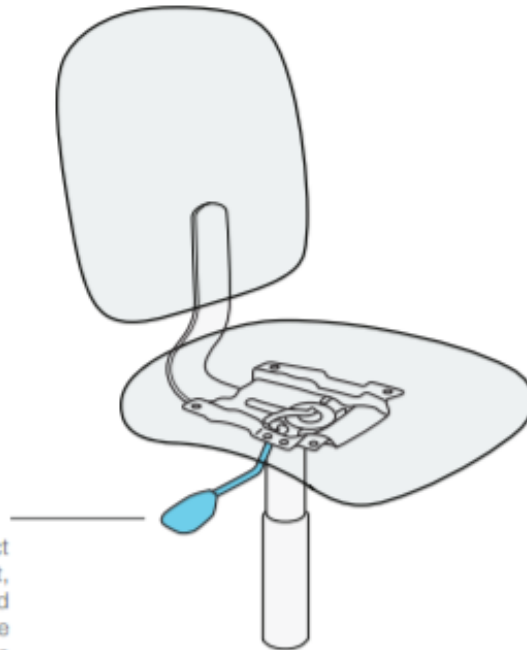
**Depending on height and mobility, adjusting the lumbar while standing may be more comfortable.*



Basic Task (B)

SitOnIt • Seating®

CHAIR ADJUSTMENT INFORMATION



Pneumatic Lift

Easily adjusts to the perfect seat height. To raise the seat, lift your weight off the seat and pull up on the lever. Release lever when seat reaches desired height. To lower seat, lift up on the lever while you are seated; release lever when seat reaches desired height.

SitOnIt • Seating®

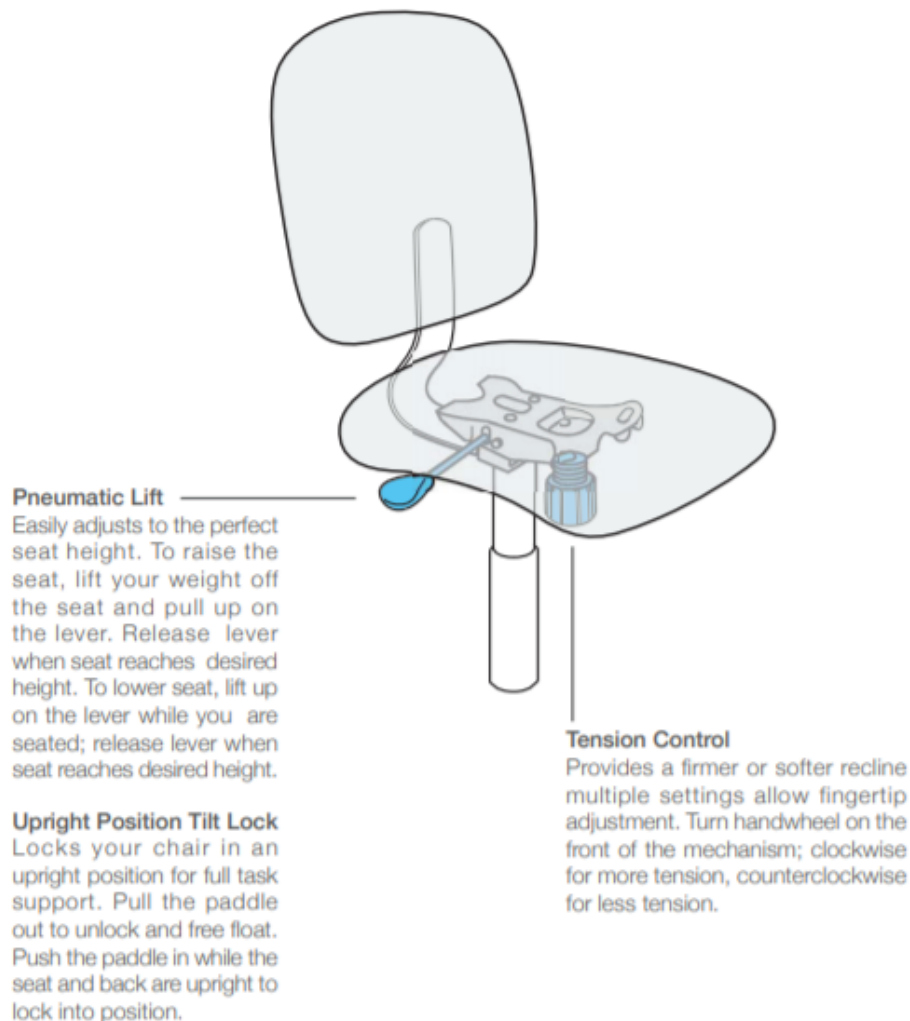
6415 Katella Avenue • Cypress, CA 90630 • tel (888) 274-8664 • fax (714) 995-4855
sales@sitonit.net • sitonit.net

SitOnIt, ARC Technology and Rise are trademarks or registered trademarks of Exemplis.
©2017 Exemplis. Printed in USA.

Swivel Tilt (T)

SitOnIt • Seating®

CHAIR ADJUSTMENT INFORMATION



SitOnIt • Seating®

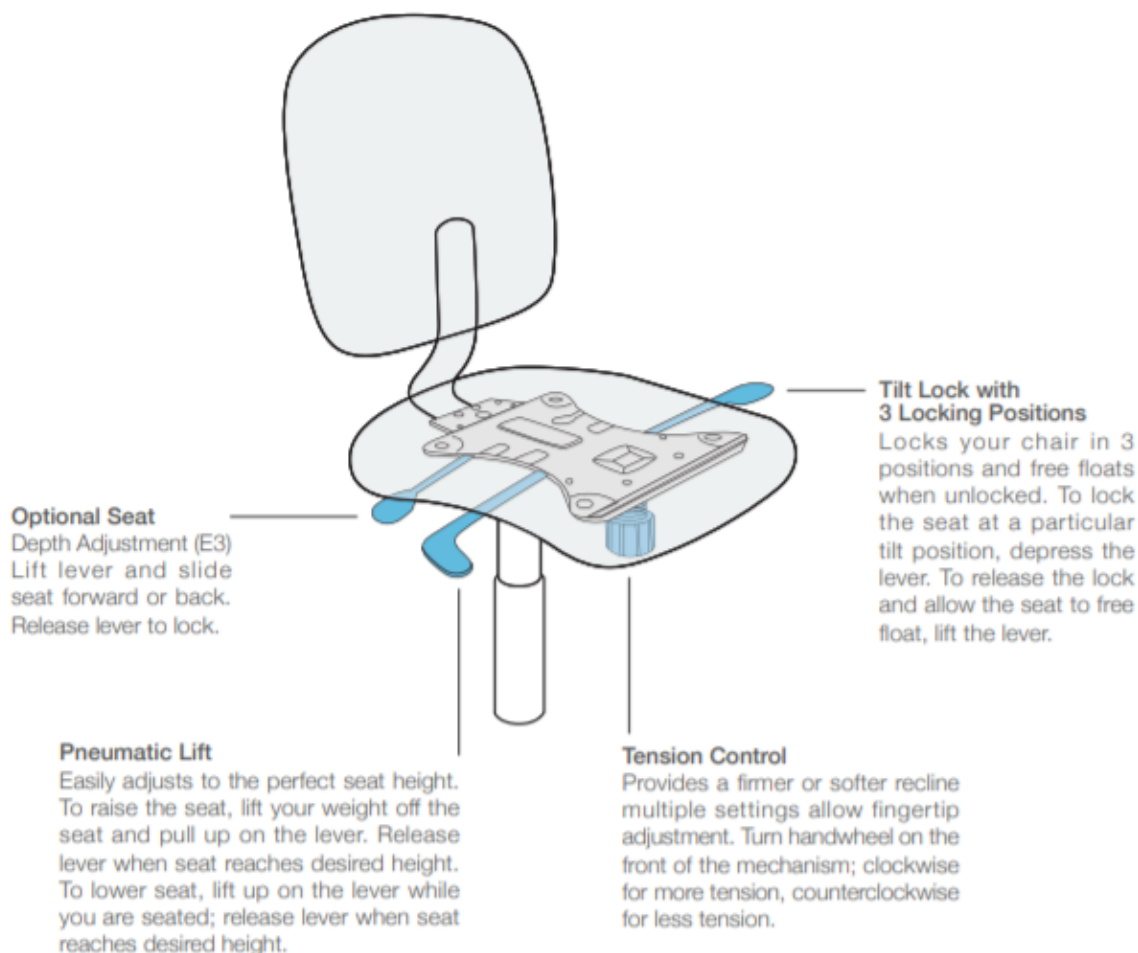
6415 Katella Avenue • Cypress, CA 90630 • tel (888) 274-8664 • fax (714) 995-4855
sales@sitonit.net • sitonit.net

SitOnIt, ARC Technology and Rio are trademarks or registered trademarks of Exemplis.
©2017 Exemplis. Printed in USA.

Basic Synchro (F)

SitOnIt • Seating®

CHAIR ADJUSTMENT INFORMATION



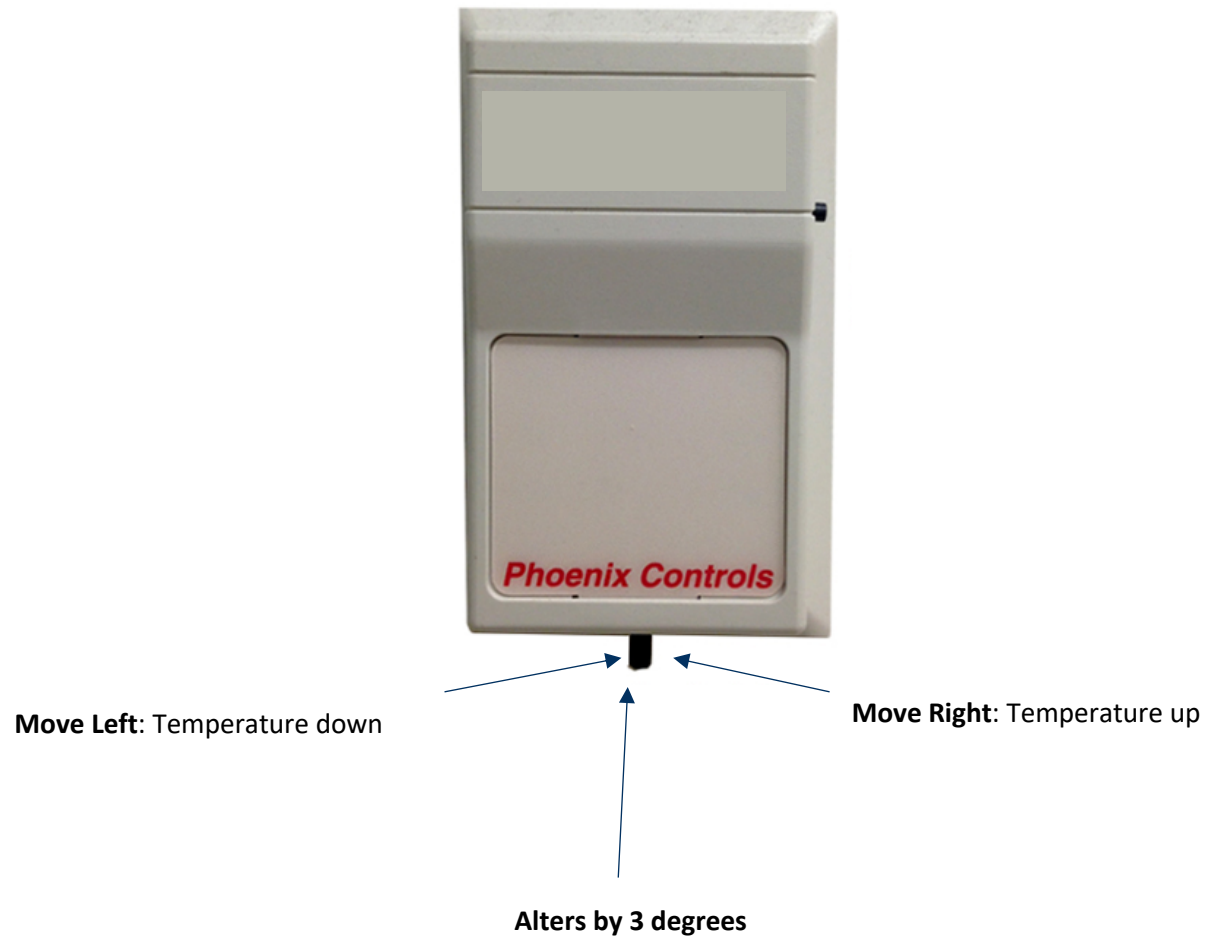
SitOnIt • Seating®

6415 Katella Avenue • Cypress, CA 90630 • tel (888) 274-8664 • fax (714) 995-4855
sales@sitonit.net • sitonit.net

SitOnIt, ARC Technology and Rio are trademarks or registered trademarks of Exemplis.
©2017 Exemplis. Printed in USA.

THERMOSTAT INSTRUCTIONS

New Thermostat Functionality



Section IV

LEED Information

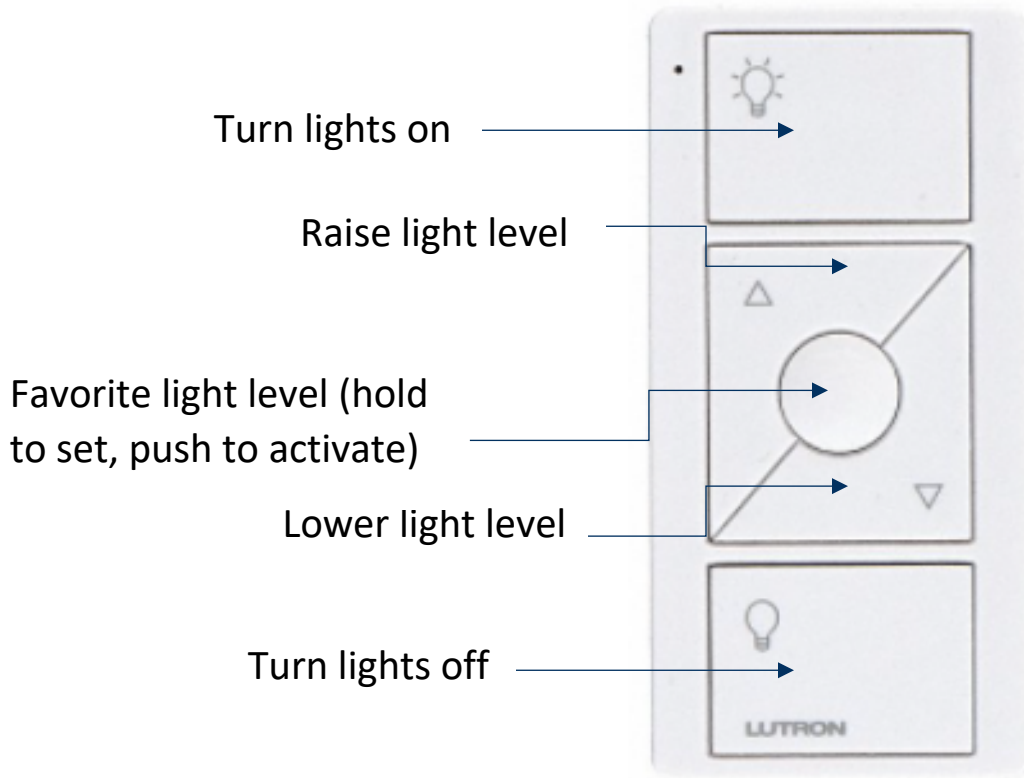
IV. LEED Information

1. Lighting

- i. The typical private offices are all fitted with both an occupancy sensor and a manual light control that provides on/off and dimming adjustments. Lights are turned on automatically and adjust to daylight levels per the daylight harvesting system - these automated levels can be brightened or dimmed accordingly by the user.
- ii. The occupancy sensor is timed to turn off after 15 minutes.
- iii. See information on lighting controls

LIGHTING INSTRUCTIONS

Light Switches



Pico wireless control with
nightlight, 3-button with
raise/lower