

Wharton  
UNIVERSITY *of* PENNSYLVANIA

# Tangen Welcome Packet

December 2020

# Welcome to Tangen!



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

## ARTWORK

Jones Lang LaSalle can have their building 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 Entrepreneurship – [admin-suport@wharton.upenn.edu](mailto:admin-suport@wharton.upenn.edu)
- For Baker Retail – [admin-support@wharton.upenn.edu](mailto:admin-support@wharton.upenn.edu)
- For Stephens Center - [fnce-computing@wharton.upenn.edu](mailto:fnce-computing@wharton.upenn.edu)
- For Harris Program - [fnce-computing@wharton.upenn.edu](mailto:fnce-computing@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 report any issues to the Moves email address ([Ops-Moves@Wharton.UPenn.edu](mailto: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 immediate post move assistance, please contact the Wharton Moves Team at [Ops-Moves@Wharton.UPenn.edu](mailto:Ops-Moves@Wharton.UPenn.edu). After the initial move period please contact Jones Lang LaSalle for building issues.

# Table of Contents

I.	General Building Information .....	4
1.	Building Hours: TBD .....	4
2.	Suite Hours for Spring 2021 .....	4
3.	Security Desk and Guard .....	4
4.	Deliveries .....	4
5.	JLL 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.	TANGEN Information .....	10
1.	Office Furniture .....	10
2.	Window Shades .....	10
3.	Waste & Recycling .....	10
4.	Thermostats .....	10
	DESK INSTRUCTIONS .....	11
	BAKER CHAIR INSTRUCTIONS .....	14
	HARRIS/STEPHENS CHAIR INSTRUCTIONS .....	17
	ENTREPRENEURSHIP CHAIR INSTRUCTIONS .....	20
	FRAMERY O “POD” INSTRUCTIONS .....	25
	THERMOSTAT INSTRUCTIONS .....	31
IV.	LEED Information .....	34
1.	Lighting .....	34
2.	Energy Saving Power Outlets .....	34
	LIGHTING & OUTLET INSTRUCTIONS .....	35

# Section I

## General Building Information



# I. General Building Information

## 1. Building Hours: TBD

- i. Tangen has card access for all staff and faculty. Penn ID required for access.

## 2. Suite Hours for Spring 2021

- i. Monday – Friday: 8 am – 4pm

## 3. Security Desk and Guard

- i. Security guard desk is located on the 1<sup>st</sup> floor of Tangen.
- 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 Jones Lang LaSalle.

## 5. JLL Operations Department

- i. CONTACT INFORMATION:  
Eric Enders  
[Eric.Enders@am.jll.com](mailto:Eric.Enders@am.jll.com)  
215-558-6433

# 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. CR located at the front entrance & security desks.
- ii. CR located at 5<sup>th</sup> and 6<sup>th</sup> floor elevator lobbies.
- iii. CR located at other secure rooms throughout the building

### 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:**  
**TANGEN HALL**

**ADDRESS:**  
**115-23 S. 40<sup>th</sup> STREET**

**EMERGENCIES: 215-573-3333 (PennComm)**

**511 from any campus phone**

 Building Area of Refuge (BAR):	<small>PRIMARY:</small> <b>S. Side Sansom St., IRO Radian</b>	<small>SECONDARY:</small> <b>N. Side Sansom St., 100' E. Bldg.</b>
 Building Relocation Site:	<small>PRIMARY:</small> <b>Rodin College House</b>	<small>SECONDARY:</small> <b>Class of 1920 Dining Commons</b>
 Building Shelter-in-Place Area:	<b>Core Interior Rooms – Floors 2 through 6</b>	



## **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.

## **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!**



## **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.

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](http://www.publicsafety.upenn.edu)**



# Section III

## Tangen Information

### III. TANGEN Information

#### 1. Office Furniture

- i. Sit/Stand Desks – There is a standard switch below the desktop surface with up/down arrows for operation.
- ii. *Baker, Harris/Stephens/Entrepreneurship Chairs* – See chair operation instructions.
- iii. Framery O “POD” – See product specifications and operation instructions.

#### 2. Window Shades

- i. Installed window shades have a solar shade to reduce light and are operated via pull strings.

#### 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 be sorted by JLL at the Lobby Desk
- ii. Mail will then be placed in a lockable box in the building lobby.

# DESK INSTRUCTIONS



## 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

# BAKER CHAIR INSTRUCTIONS



## Think®

**Think is the chair with a brain and a conscience. It's intelligent enough to understand how you sit and adjust itself intuitively. It's thoughtful enough to measure and minimize its impact on the environment.**

### SMART

Think is smart enough to support both impromptu collaborative work and an all-day sit needed for focused work. The Integrated LiveBack® System and advanced weight-activated seat adjust as the user moves, allowing them to get to work faster.

### SIMPLE

Think is simple to use. It's smart enough to anticipate your postures, yet still gives users the freedom to customize their chair settings, optimizing both comfort and wellbeing.

### SUSTAINABLE

Think is an icon of sustainable design. It was the first product on the planet to receive Cradle to Cradle certification. In addition, the chair can disassemble in 5 minutes with common hand tools—making it easy to recycle—and has undergone chemistry and life cycle assessments to minimize its environmental impact.

**Steelcase**



## GET TO KNOW THINK

### 3D KNIT MATERIAL

Acts as a visual barrier and extra layer of comfort, enhancing the Integrated LiveBack® System. Available in a variety of colors. *\*Fully upholstered back available.*

### ADJUSTABLE ARMS

Height-, width-, pivot- and depth-adjustable arms are mounted to the mechanism to keep your arms level.

### INTEGRATED LIVEBACK® SYSTEM

Leveraging our LiveBack technology, Think is designed to sense movement in your back and self-adjust to provide optimal support.

### FLEXIBLE SEAT EDGE

Passive seat edge is designed to adjust automatically, relieving pressure on the back of your legs.

### SEAT HEIGHT

To raise the chair, lift body weight and pull lever up. To lower the chair, remain seated and pull up lever.

### RECLINE TENSION & RECLINE ANGLE

Turn the comfort dial to one of the four comfort settings: upright back lock, mid-stop recline, full recline with weight-activated tension and 20% boost, and full recline with weight-activated tension.

### SEAT DEPTH

Adjustable seat depth allows people of different shapes and sizes to achieve long-term comfort. With your back against the chair, you should have 2"-3" between the back of your knees and the seat edge.

### ADJUSTABLE LUMBAR

For additional back support, grab both handles and slide up or down. Position the lumbar to fit comfortably into the curve of your lower back.

## SUSTAINABILITY

Cradle to Cradle™ Certified – Bronze v3.1 (Think 3D Knit only)

SCS Indoor Advantage™ and Indoor Advantage™ Gold certified for indoor air quality in North America

level® 3 certified to ANSI/BIFMA e3 Furniture Sustainability Standard

95% recyclable

28% recycled content

## WEIGHT RATING

Approved for users weighing up to 400 pounds.

**Steelcase®**

Visit [Steelcase.com](https://www.steelcase.com)

3/16 © 2016 Steelcase Inc. All rights reserved. All specifications subject to change without notice.

# HARRIS/STEPHENS CHAIR INSTRUCTIONS



## Gesture™

Gesture is the first office chair designed to support a greater range of technologies, postures and user sizes. Inspired by the human body, designed for the way we work today.

After conducting research with over 2,000 participants in 11 different countries around the world, we discovered the way people work today has changed. Supporting a range of technologies, postures and user sizes is key to supporting today's workforce.

### TECHNOLOGIES

Whether you work on a desktop, laptop, tablet or smartphone, Gesture keeps your posture healthy. The 360 arms allow you to bring the arms up and in towards your body to avoid Text Neck. The 3D Live Back keeps you oriented to your work in a variety of healthy postures, even reclining.

### POSTURES

Gesture's soft seat edges and placement of the arms allow you to sit in alternative postures, even sideways, in the chair. The back tension range allows for the deepest recline, while the 3D Live Back provides persistent, automatic lumbar support regardless of posture.

### SIZES

You are unique and so are your co-workers. Gesture can adapt to comfortably support any user size and shape. The 360 arms have the largest width range of any chair on the market. The seat is made with foam technology that adapts to you and ensures comfort.

**Steelcase**

## GET TO KNOW GESTURE

---

### SEAT DEPTH ADJUSTMENT

To extend seat depth, remain seated and turn knob away from you. To retract, remain seated and turn knob toward you.



### SEAT HEIGHT ADJUSTMENT

To raise chair, lift your body weight and hold lever up. To lower chair, remain seated and hold lever up.

### BACK TENSION WITH VARIABLE BACK STOP

Allows you to fully adjust the force required to sit upright or recline with only three and a half turns. The variable back stop allows you to lock in 4 different recline positions.

### 360 ARM: ARMREST HEIGHT, DEPTH, WIDTH AND PIVOT

To adjust arm cap position, grasp arm cap and slide in any direction.



### CORE EQUALIZER

Automatically provides just the right amount of lumbar support based on your size and recline position, with a connected seat and back that move together.

\*Adjustable Lumbar is available as an optional feature.

## SUSTAINABILITY

---

SCS Indoor Advantage™ and Indoor Advantage™ Gold certified for indoor air quality in North America

level® 3 certified to ANSI/BIFMA e3 Furniture Sustainability Standard

92% recyclable

30% recycled content

## WEIGHT RATING

---

Approved for users weighing up to 400 pounds.

**Steelcase®**

Visit [Steelcase.com](https://www.steelcase.com)

00/00 © 2015 Steelcase Inc. All rights reserved. All specifications subject to change without notice.



# ENTREPRENEURSHIP CHAIR INSTRUCTIONS



**Steelcase Series™ 1**



IM#: 17-0080732 | SM: SERIES 1 (BLACK FRAME, NICKEL KNIT, LICORICE MEMBRANE, AND DESIGNTEX BUTE TWEED SEAT)

## PERFORMANCE, STYLE + CHOICE

Series 1 delivers on what's important—performance, style and choice. It retains everything that's valued in a chair, while making it attainable for everyone.

Best in class. A new class. By Steelcase.

## INTUITIVE SUPPORT

Series 1 was thoughtfully designed with the performance you've come to expect from Steelcase. With integrated LiveBack® technology, adaptive bolstering and 4D adjustable arms, Series 1 delivers dynamic performance without sacrificing attainability.

### INTEGRATED LIVEBACK® TECHNOLOGY WITH ADJUSTABLE LUMBAR SUPPORT

Allows the chair back to change shape and mimics the user's spine as it moves throughout the day. Contours to fit a user's spine through a system of flexors tucked neatly inside the backrest, offering continuous lower-back support as you move in your chair.

### 4D ADJUSTABLE ARMS

Move in height, width and depth, and pivot to better support the user's neck and shoulders. The cantilevered arm design encourages postural change.

### ADAPTIVE BOLSTERING

Enables the seat to conform to the user's shape, providing dynamic support that can adapt to the body as postures change.

### WEIGHT-ACTIVATED MECHANISM

Allows for quick, intuitive seat adjustments.

### SEAT DEPTH

Allows the seat to be positioned forward or backward for long-term comfort.



## A RANGE OF AESTHETICS

Series 1 offers 11 mix-and-match knit, flexor and lumbar color options, and a wide range of shell and finish options that enable organizations to express their brand in a way that best represents them. Plus, it's available in standard and stool heights with headrest and coat hanger options to support a wide range of tasks and workstyles.

### STATEMENT OF LINE



### DIMENSIONS AND RANGE OF ADJUSTABILITY

Overall Depth	21" - 23 3/4"
Overall Width	23 1/2" - 27"
Overall Height	Chair: 36 1/2" - 41 1/4" Stool: 42 1/4" - 55"
Seat Depth	18 1/2"
Functional Seat Depth	15 3/4" - 18"
Seat Width	19 1/5"
Seat Height From Floor	Chair: 16 1/2" - 21 1/2" Stool: 25 1/2" - 35 1/2"
Back Height From Seat	21 1/2"
Back Lumbar Height	6 1/2" - 8 3/4"
Width Between Arms	16" - 20" (13 3/4" - 29 3/4" including pivot)
Arm to Floor	23 1/2" - 32 1/4"
Arm Height From Seat	6 1/2" - 11 1/2"
Arm Cap Pivot Range	°/ 40°
Angle Between Seat and Back	100° - 124°
Seat Pan Angle	2°

### SURFACE MATERIALS

#### Available Frame Finishes



#### Available Knit and Lumbar/Flexor Finishes



Available in 11 3D Micro Knit fabrics and lumbar/flexor plastics, as well as a range of other fabric choices that you can explore at [finishlibrary.steelcase.com](http://finishlibrary.steelcase.com).

### FEATURES

<b>Backrest</b>	3D Micro Knit Upholstery
<b>Arms</b>	Height/width/pivot/depth adjustable Height adjustable Armless
<b>Additional Options</b>	Adjustable headrest Coat hanger Polished aluminum base Hard or soft casters

**Steelcase®**

Call 800.333.9939 or visit [Steelcase.com](http://Steelcase.com)

Item #17-0005442 5/17 ©2017 Steelcase Inc. All rights reserved. All specifications subject to change without notice. Trademarks used herein are the property of Steelcase Inc. or of their respective owners. Printed in U.S.A. FSC certified.

# FRAMERY O “POD” INSTRUCTIONS

**framery**  
SERIOUS ABOUT HAPPINESS

# Framery 0

## Product Information





# Framery O

## Ideal for one – awkward for two

Framery O is ideal for important calls or video conferences. Have your discussions in privacy without disturbing your colleagues.

### Interior variations



#### Framery O Standard

The best selling pod on the market.

##### Available options

- Frame and exterior colors
- Seat colors
- Wide table
  - Wireless charger
- LAN
- Self-closing hinges
- Electromechanical code lock



#### Framery O Video Conference Ready

Packed with extra features for better video conferencing.

##### Available options

- Frame and exterior colors
- Seat colors
- Wireless charger
- LAN
- Self-closing hinges
- Electromechanical code lock

## Features

Exterior	Painted sheet metal or brushed stainless steel
Glass	Sound control laminated glass
Frame and table	Formica laminate on birch plywood with varnish trim
Solid walls, roof and floor	A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt. An anti-static and stain resistant low loop pile carpet for interior floor.
Weight	320 kg / 705 lb
Airflow	Total airflow is 21,5 l/s / 77,4 m³/h

Minimum recommended space for the air to circulate is 5 cm / 1.9" on the sides and 15 cm / 5.9" above the pod.

## Measurements

Exterior	221 cm x 100 cm x 100 cm (height, width, depth) 87 in x 40 in x 40 in (height, width, depth)
Interior	200 cm x 80 cm x 95 cm (height, width, depth) 78 in x 31.5 in x 37.4 in (height, width, depth)
Door	<b>Left handed</b> Doorway 84 cm / 33 in Clear opening width 78.5 cm / 30.9 in

Power cord can be led out of the bottom corner of the pod and out from the ceiling as well. The cord length outside the pods is 4.5 m / 177 in.

All electric components can be changed if there is a malfunction.





## Power

Power consumption	13 W while in use (Default)
	<ul style="list-style-type: none"> <li>• LED light: 10 W</li> <li>• Fans in total: 3,1 W</li> </ul>
	0,8 W standby power consumption
Standard	<ul style="list-style-type: none"> <li>• Fans are working on 25 % of the maximum power</li> </ul>
	Maximum power consumption:
	<ul style="list-style-type: none"> <li>• 15 W Total (If selected from OHMI)</li> <li>• LED light ceiling: 11 W</li> <li>• Fans in total: 3,1 W</li> </ul>

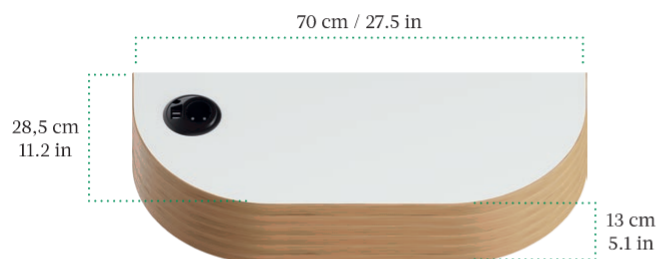
Outlets	Pixel
	<ul style="list-style-type: none"> <li>• 1 power socket + LAN cable lead-through if needed</li> </ul>
	Pixel TUF
Input and output values	<ul style="list-style-type: none"> <li>• 1 power socket + 2 charging USB sockets</li> </ul>
	Punto
	<ul style="list-style-type: none"> <li>• From Broadpower, Indian power socket with USB or LAN</li> </ul>
Input and output values	Input:
	<ul style="list-style-type: none"> <li>• 100–240 VAC, 8.0 A, 50–60 Hz</li> </ul>
	Output VAC (table socket):
Input and output values	<ul style="list-style-type: none"> <li>• 100–240 VAC, 6.6 A, 50–60 Hz</li> </ul>
	Output USB (TUF) charging:
	<ul style="list-style-type: none"> <li>• Maximum combined output of 5 A at 5 VDC (25 W)</li> </ul>

All electric components can be changed if there is a malfunction.

Power consumption is a constant value that is determined by the power usage of the pods' internal components (electric unit, motion detector, light and fans).

Framery's products can be plugged into a wall socket. The pods have their own power supplies that give 24 V DC to the lights and 12V DC fans. The lights and fans are operated by a motion detector. Inside the pods, there are country-specific power outlets for charging mobile devices.

## Table



### Regular

13 cm x 70 cm x 28.5 cm x (height, width, depth)  
5.1 in x 27.5 in x 11.2 in (height, width, depth)



### Wide

12 cm x 75 cm x 30 cm (height, width, depth)  
4.7 in x 29.5 in x 11.8 in (height, width, depth)

### Table height

102,5 cm / 40 in

## Adjustable stool

### Seat height

68,5 cm - 81,5 cm  
26.8 in - 31.9 in



Framery's Quality Management System is certified against ISO 9001 and Framery's Environmental Management System is certified against ISO 14001. CE marking is a manufacturer's declaration that a product meets the requirements of relevant EC directives. The EC directives for Framery O, Q and 2Q pods are: Low Voltage Directive (LVD) 2006/95/EC, Electromagnetic Compatibility Directive (EMC) 2004/108/EC, Restriction of Hazardous Substances (RoHS) Directive 2011/65/EU and Ecodesign Directive 2009/125/EC.



### Acoustics

We do not give out the results of sound insulation measurements done to our products. The reason for this is that, at the moment, there isn't a uniform way of doing these measurements. If we were to give out these results, they would likely be compared to results measured in another way. This kind of comparison would be misleading. However, we're confident that the sound insulation of our products is the best in the product category.

ISO 23351-1 (<https://www.iso.org/standard/75299.html>) is a new standard that is in the final phases of ISO's approval process. It will be the first standard that can be used to determine the level of sound insulation of furniture ensembles such as pods, and to produce a single figure, called speech level reduction (Ds), that describes it.

### Material safety

We conduct emissions testing for the products every time a major update is planned for Framery products in order to be sure that there aren't any harmful compounds volatilizing from the products such as formaldehydes or VOCs. We want to embrace transparency of the materials we use for our products and thus we have compiled Health Product Declarations® (HPD) for our products. Our HPDs can be found and downloaded for free online from the Health Product Declaration Collaborative public repository.

### Fire safety

No flammable materials are used in Framery products. The fire safety of all surface materials, upholstery and acoustics materials of the products are tested and classified by either national or international standards. EN 13501-1 classification for the used materials is the following: acoustic wool is classified B-s1, d0, acoustic felt B-s2, d0 and carpet Cfl-s1. All surface materials have also been tested against ASTM E84 / UL 723 and are classified at least as Class C. Outer frames with laminated surface are IMO certified (French Maritime Authority). Moulded foam used in Tovi stool seat meets CA TB 117:2013 requirements. Fabric meets the performance requirements of BS EN 1021-1 and 1021-2. According to Inspecta, an EU accredited inspection body, there is no need for installing sprinklers in Framery O, Q or 2Q in Europe.

Framery has conducted extensive fire testing in US for the products and results- suggest that there is no need for installing sprinklers in Framery O, Q and 2Q in North America either. It is still recommended to check the requirements with local AHJ / fire inspector in North America as interpretations may differ.

### Sustainability

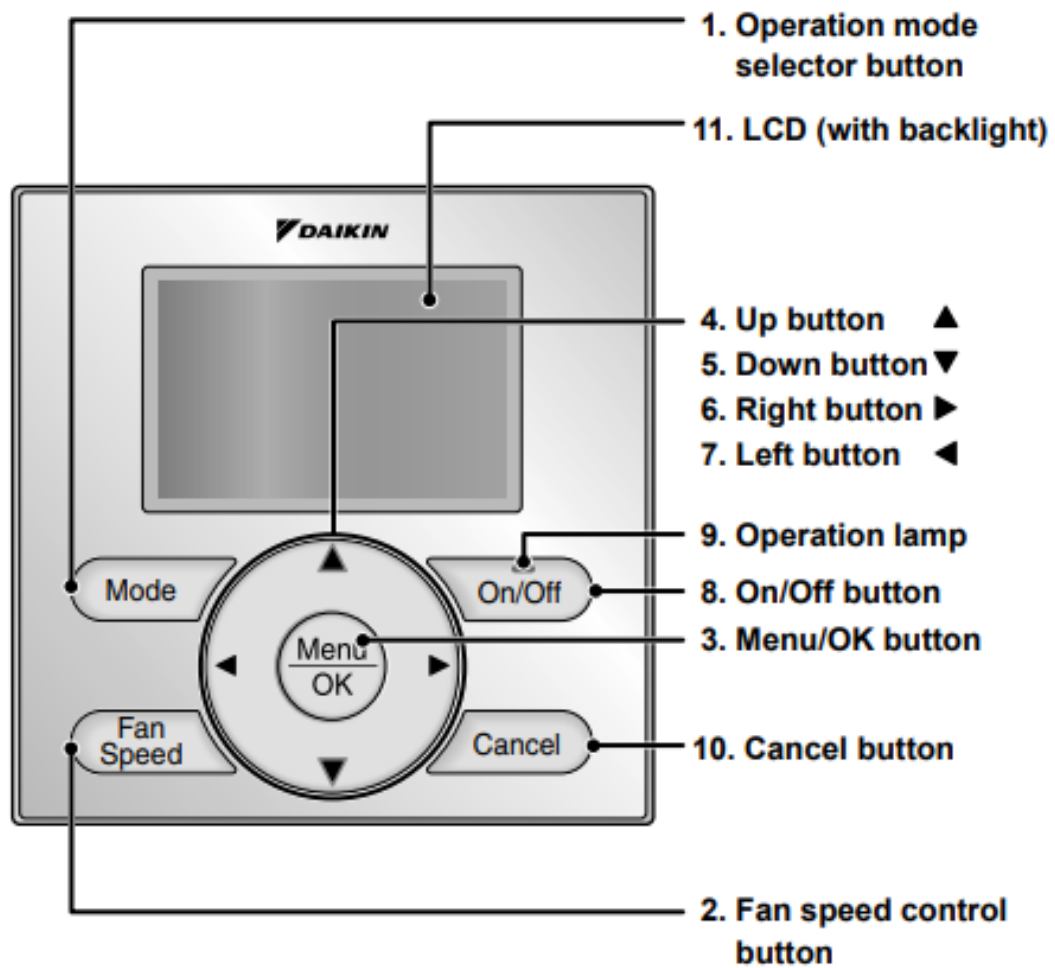
Framery's products consist mostly of plywood, steel, glass and acoustic materials. Plywood used in Framery products has a sustainable forestry FSC or PEFC certification. Sound dampening panels are made up to 60% and the felt panels are made up to 80% of recycled PET plastic (e.g. Plastic bottles). Significant part of all steel, aluminium and glass is recycled during their manufacturing processes. 3rd Party Certifier has conducted a Life Cycle Assessment (LCA) and compiled Environmental Product Declarations (EPD) for both Framery O and Framery Q.

### Certificates



# 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

### 2. Energy Saving Power Outlets

- i. Power outlets with timer icon are powered from 7 am – 10 pm. If you need power after 10 pm, please use the power override button next to the light switch in the room.
- ii. See information on LEED energy saving power outlets.

# LIGHTING & OUTLET INSTRUCTIONS



## New Light Switches



Power Outlets with the power logo and that say “Controlled” are on a timer

