



Wharton
UNIVERSITY *of* PENNSYLVANIA

Wharton Academic
Research Building
Welcome Packet

December 2020

Welcome to the Academic Research Building!



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 Statistics Department - stat-computing@wharton.upenn.edu
- For WCA Department – 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.	WARB Information	10
1.	Office Furniture	10
2.	Window Shades.....	10
3.	Waste & Recycling.....	10
4.	Thermostats	11
5.	Mail	11
	DESK INSTRUCTIONS	12
	FACULTY CHAIR INSTRUCTIONS	15
	STAFF CHAIR INSTRUCTIONS.....	24
	WCA TASK LIGHT INSTRUCTIONS	28
	THERMOSTAT INSTRUCTIONS	33
IV.	LEED Information.....	36
1.	Lighting.....	36
	LIGHTING INSTRUCTIONS.....	37

Section I

General Building Information

I. General Building Information

1. Building Hours: Restricted Access

- i. WARB has 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 Ground 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. 3rd and 4th floor elevator lobbies
- 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:
WARB

ADDRESS:
265 S. 37th STREET

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

	Building Area of Refuge (BAR):	PRIMARY: Tannenbaum Plaza – West End	SECONDARY: Class of '59 Outdoor Plaza
		PRIMARY: Van Pelt Library	SECONDARY: Houston Hall
	Building Relocation Site:	Houston Hall	
	Building Shelter-in-Place Area:	Core Interior Rooms – 1 st , 2 nd , 3 rd Floors	



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

WARB Information

III. WARB Information

1. Office Furniture

- i. Sit/Stand Desks – There is a standard switch below the desktop surface with up/down arrows for operation.
- ii. *Faculty Chair and Staff Chairs* – 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 slots are located on the 4th floor for Statistics.
- iii. WCA mail will be delivered by Wharton Operations for distribution by WCA business administrator.

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

FACULTY CHAIR INSTRUCTIONS

ID Chair Concept

Antonio Citterio, 2010/2012



ID Chair Concept

Vitra develops new solutions for the changing work environment and has experimented with materials and technologies for the past fifty years with the aim of creating better office chairs.

The ID Chair Concept is a collection of office swivel chairs that puts all this experience and expertise into practice for the benefit of companies and the people who work for them.

The office chair is by far the most important piece of furniture for office workers, as it has a decisive influence on productivity, health and well-being in the workplace. Since individuals spend countless hours sitting at work, they not only expect 'their' chair to keep them healthy and fit, but also to help define their personal sphere within the space of the office.

The increasingly diverse expectations of employees run counter to the interests of companies: facility managers and procurement teams aim to rationalise purchasing, service and maintenance with standardised chairs.

It is not possible for a single office chair to satisfy these conflicting demands. Antonio Citterio, a master of systems, recognised the need for a unified range of versatile models in his collaborative work with Vitra. The ID Chair Concept was developed to meet the multifarious requirements – functional, economic and aesthetic – of both employees and companies in today's office world.



Antonio Citterio - The architect and designer Antonio Citterio, who lives and works in Milan, has collaborated with Vitra since 1988. Together they have produced a series of office chairs and various office systems, as well as products for the Vitra Home Collection. The Citterio Collection is constantly being expanded.

1 ID Chair Concept
n-3 Countless options
c-8 ID Chair, backrest
q-11 FlowMotion mechanism
1n Armrests and seat upholstery

13-18 Cover fabrics
1q-no Sustainable quality
n1 Modular components
nn-n3 ID Air
nC-n5 ID Mesh

n6-n7 ID Soft
n8-nq ID Soft L
3o-31 ID Trim
3n-33 ID Trim L

ID MESH BACKREST



Three-dimensional Diamond
Mesh cover fabric

ID Mesh embodies technical transparency and lightness: fitted over a slender frame, the innovative spacer fabric has the translucent airiness of a net – yet it's as soft as a slim cushion. This structure not only provides a comfortable upholstered effect, but also ensures pleasant ventilation.

The backrest consists of just two plastic parts: the frame and the adjustable lumbar support. This construction provides support in the lumbar region and flexibility for the upper back. ID Mesh can be outfitted with a clothes hanger and a headrest.

FLOWMOTION MECHANISM

Human beings have a natural urge to move – even while seated. Ideally, an office swivel chair should not only offer freedom of movement but also encourage dynamic sitting habits. With this in mind, Vitra developed the FlowMotion mechanism.

This patented mechanical unit supports the sitter across the full range of movement - the first to do so not merely when the user leans back but also when the seat is tilted forward. Nearly all functions can be adjusted while sitting in the chair, and just a few quick turns of an adjustment screw enable precision tuning from minimum to maximum resistance. Even if the settings are not optimally adjusted on occasion, the chair still retains its ergonomic properties.

The functional features of the compact and robust FlowMotion mechanism come in four different combinations:

- with forward tilt and seat depth adjustment
- with forward tilt, without seat depth adjustment
- without forward tilt, with seat depth adjustment
- without forward tilt and without seat depth adjustment



USEFUL FACTS ABOUT THE FLOWMOTION MECHANISM

The harmonious range of motion enabled by the FlowMotion mechanism encourages the user to develop dynamic sitting habits. The adjustment options for the backrest resistance and the forward tilt function allow the user to assume any position between the maximally reclined lounging angle and the forward-tilted sitting posture, exploiting the full range of movement without physical exertion. The sitter enjoys unlimited freedom of movement but is supported by the chair at all times.

Benefits of active sitting:

- α promotes spinal health by enhancing the supply of nutrients to vertebral discs.
- α keeps the muscles supplied with oxygen, which helps to prevent tension and strain.
- α activates circulation and supports inner organ function. This enhances the ability to concentrate and helps relieve physical tension and stress.



The FlowMotion mechanism offers forward tilt adjusted to the user's weight.

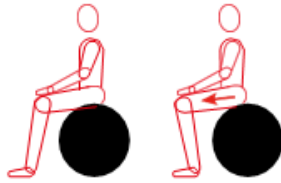


Movement activates the muscles and relieves pressure on the spinal discs.

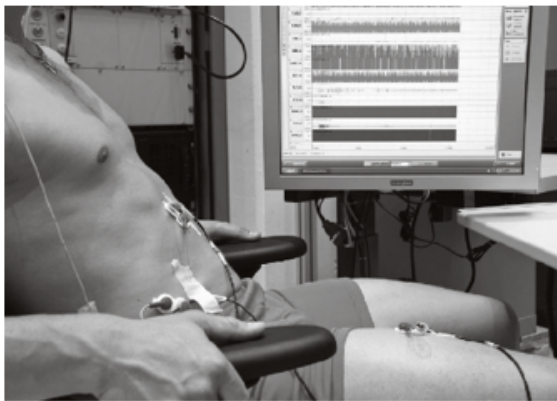


The ID Chair provides support in any position.

A study conducted by the Institute for Biomechanics at the Swiss Federal Institute of Technology Zurich (ETH) demonstrated that the chair's range of movement is fully utilised. This is an indication that the chair enables dynamic sitting. The forward tilt function gives users the same kind of experience as sitting on an exercise ball.



EMG measurements have shown that using the weight-dependent forward tilt position increases muscle activity in the stomach and back, which stabilises the lumbar vertebrae.



EMG (electromyography)

MRI measurements have proven that the forward tilt function triggers movement in all segments of the lower spine. This relieves pressure and enhances diffusion of nutrients to the vertebral discs.

The active prevention of health problems can be reinforced by dynamic sitting, with the forward tilt position having an especially positive effect.



Upright MRI, Zurich

ARMRESTS AND SEAT UPHOLSTERY

3D ARMRESTS



The 3D armrests feature adjustable height, width and depth and a 360° swivel function. The comfortable, soft armrest pads prevent pressure points from forming.

nD ARMRESTS



The nD armrests are adjustable in height and width. The comfortable, soft armrest pads prevent pressure points from forming.

HEIGHT-ADJUSTABLE RING ARMRESTS



The height-adjustable ring armrests in polished die-cast aluminium are ideally suited for conference venues.

FIXED RING ARMRESTS



The fixed ring armrests in polished die-cast aluminium provide an elegant, minimalist solution for conference settings.

CONTOUR SEAT

The ID Chair's contour seat is a voluminous seat with a curved profile, which offers the sitter an immediate sense of exceptional comfort. Its contoured design provides support and stability. The contour seat is generously upholstered with high-quality foam padding and comes in the full range of fabric and leather covers designed for the ID Chair Concept. It can only be combined with chair mechanisms featuring seat depth adjustment.



STANDARD SEAT

The standard ID Chair seat is elegantly designed with a comfortably padded flat cushion, which also allows considerable lateral movement. The high-quality padded foam core ensures lasting comfort. The standard seat is available in the complete range of fabric and leather covers and can be combined with all chair mechanisms.



COVER FABRICS

ID Mesh (backrest only)

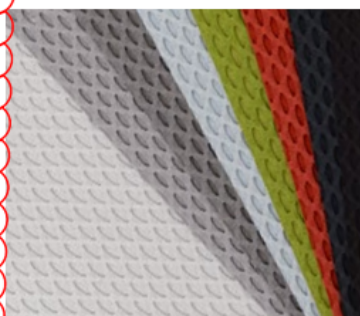


Diamond Mesh

100% polyester | 600 g/m²

Diamond Mesh is a technical spacer fabric with a striking appearance and pleasant feel. It consists of polyester yarns interwoven into a honeycomb structure, which enhances thermal comfort for sitters. Diamond Mesh is robust and antistatic.

Available in 9 colours.



nC
soft grey



n1
dim grey



5c
brown



7q
ice grey



68
avocado



67
asphalt



7i
mauve grey



77
brick



66
nero

Diamond Mesh

ID Air, ID Mesh, ID Soft, ID Soft L

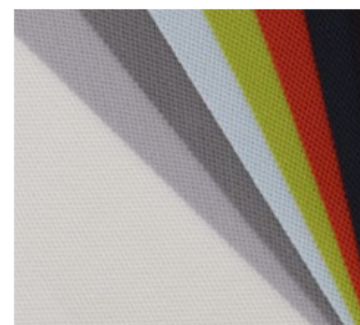


Silk Mesh

Colour nero: 67% polyester, 33% polyamide |
other colours: 100% polyester | 300 g/m²

Silk Mesh is a technical spacer fabric with an elegant look and soft feel. It consists of polyester yarns that form a finely woven surface. Silk Mesh is easy to care for, durable, antistatic and breathable.

Available in 9 colours.



7q
ice grey / soft
grey



68
avocado / like
frame colour



67
asphalt / nero



7i
mauve grey /
soft grey



77
brick / like
frame colour



66
nero / nero

Silk Mesh / rear side of back



Vitra Test Centre

All Vitra office chairs are subjected to rigorous testing, based on the parameters of 15 years of use, at the company's own Test Centre. Vitra carries out tests that go far beyond standard requirements, with an

inspection catalogue comprised of the world's toughest tests (simulation of worst-case usage).

Over the years, Vitra has developed additional tests of its own that are not found in any official catalogue of standards.



Blue Angel

The ID Chair Concept bears the 'Blue Angel' environmental label for low-emission upholstered furniture, which certifies that the manufacturing methods and materials of the product comply with guidelines for environmental protection and consumer safety. The Blue Angel (1q78) is one of the oldest environmental labels.



Greenguard

The GREENGUARD label for indoor air quality (noo1) recognises products that contribute to the creation of healthier indoor environments.



GS

With the GS seal for tested safety, a state-authorised inspection institute certifies the suitability and safety of the construction and monitors production at regular intervals.



Ergonomics Approved

The LGA certificate 'Ergonomics Approved' confirms the fulfilment of ergonomic requirements and testing criteria that exceed the minimum legal regulations for office swivel chairs.

BIFMA

Bifma

ID Chair fulfils the ANSI/BIFMA standard X5.1-no11, thus meeting the stringent safety requirements for the US market.

STAFF CHAIR INSTRUCTIONS



Knoll

k. task is a highly adjustable work chair that well-suited for the demands of today's workplace. With a simple aesthetic adaptable to any environment, k. task is the go-to solution for affordable task seating.



SPECIFICATIONS



	W	H	D
Overall	27"	37.9" – 43.2" <i>(standard cylinder)</i>	27"
Seat Height	–	16.2" – 21.5" <i>(standard cylinder)</i>	–
Arm Height	–	7.1" – 10.2" <i>(HA arms)</i>	–

DELITE FABRIC COLORS



02
Red



04
Turquoise



09
Gray



13
Onyx

FAUX LEATHER



FLB
Black
Only available with Black mesh back

MESH BACK COLORS



01
Black



02
Grey

k.™ task

Operating Instructions

k. task is a highly adjustable work chair well-suited for the demands of today's workplace.



Design Features

+ Double-layer mesh back

Combines the comfort of a knit with the rigidity of mesh for ongoing support.

+ Waterfall seat edge

Promotes circulation and allows for shifting postures.

Intuitive Adjustments

① Seat height

To lower seat, lift the right lever while seated in the chair. To raise seat, remove your weight from seat while lifting right lever. Release to lock.

② Seat depth

Lift the left lever and slide to the desired position. Release to lock.

③ Tilt tension

Turn right knob forward to increase the tilt tension or backward to reduce tension

④ Five-point tilt lock

Turn left knob backward to lock upright or forward to allow for recline. To set recline lock position, lean back and turn knob backward at any point or at full recline. This will lock chair in the next closest position. To release, turn knob forward, recline slightly and sit back upright.

Performance Options

⑤ Height adjustable arms

To adjust the height, push the button underneath the arm pad. Slide the arm to the desired position and release the lever to lock.

⑥ Optional Lumbar

To adjust the height, pull tab up or down along the back. To adjust in depth, turn the knob clockwise to tighten or counter clockwise to loosen.

Note: See these operating instructions on the pull out tab on the left side of the seat, indicated with the Knoll logo.

WCA TASK LIGHT INSTRUCTIONS

nova

Lighting The Future



Humanscale®

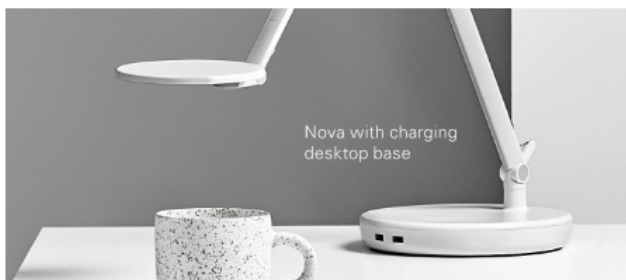
PRODUCT HIGHLIGHTS

nova

With its advanced technology and contemporary design, the Nova task light brings functionality and beauty to the everyday office. A custom (unique) lens and LED array create a uniform footprint of glare-free neutral light that can be dimmed with the touch of the finger. Its 'Forever Hinges' provide strength and stability in any position while allowing effortless one-hand adjustability. Energy Star-certified with a modern yet timeless design, Nova is a lighting solution for now and the future.

Features

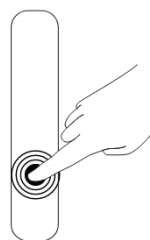
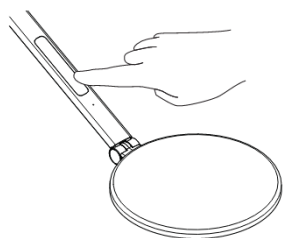
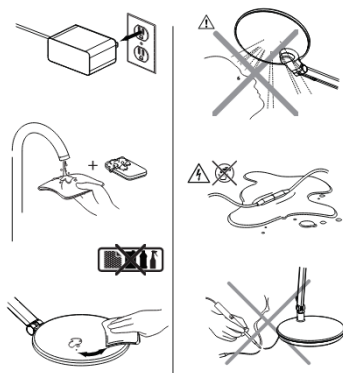
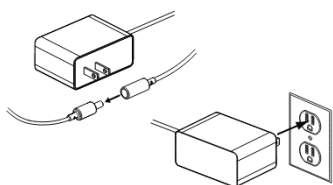
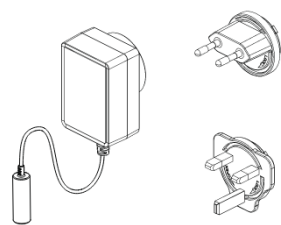
- LED and light guide package minimize glare and creates perfectly uniform footprint of light
- Constant torque 'Forever Hinges' allow for effortless movement, while ensuring stability and product longevity.
- Occupancy sensor for energy conservation
- Easily adjust brightness levels with Touch Dimming, while the Smart Dimming feature remembers your brightness level for the next time you turn the light on
- Designed to illuminate wider spaces, Nova XL is 2" taller than the standard light to provide an additional 4" of reach
- Optional Wireless Charging Desktop Base (shown on cover) and Desktop Charging Base (shown below) featuring two USB Ports for convenient connectivity to your hand-held device



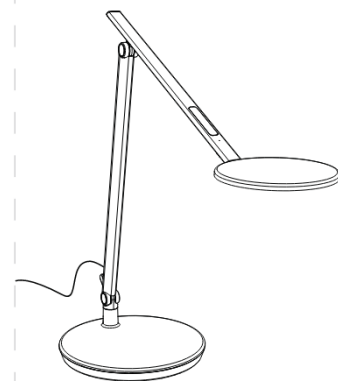
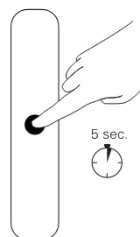
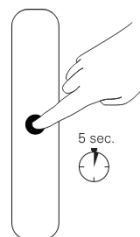
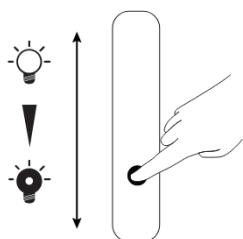
Product Size	Nova Standard: Lower Arm: 13.8" Upper Arm: 13" Reach: 28.85"	Nova XL: Lower Arm: 15.8" Upper Arm: 15" Reach: 32.8"
Color Rendering Index	90+	
Color Temperature	3000K (Warm white), 4000K (Cool White)	
Lifespan	50,000 hrs	
Power Consumption	7 watts	
USB Power Output	5V, 1A Max (each)	
Warranty	10 year, 24/7	
Dimming Range	14% - 100%	
Color Options	Black, White, Light Gray	
Mount Options	Clamp, Desktop Base, Wall, Universal Slatwall, Charging Desktop Base, Wireless Charging Desktop Base	

HSNVH0620

www.humanscale.com



ON / OFF



nova

LED Task Light

Portable Luminaire Instructions

Instructions pour luminaires portables

Instrucciones para la luminaria portátil

Tragbare Leuchtenanleitung

便携式灯具说明

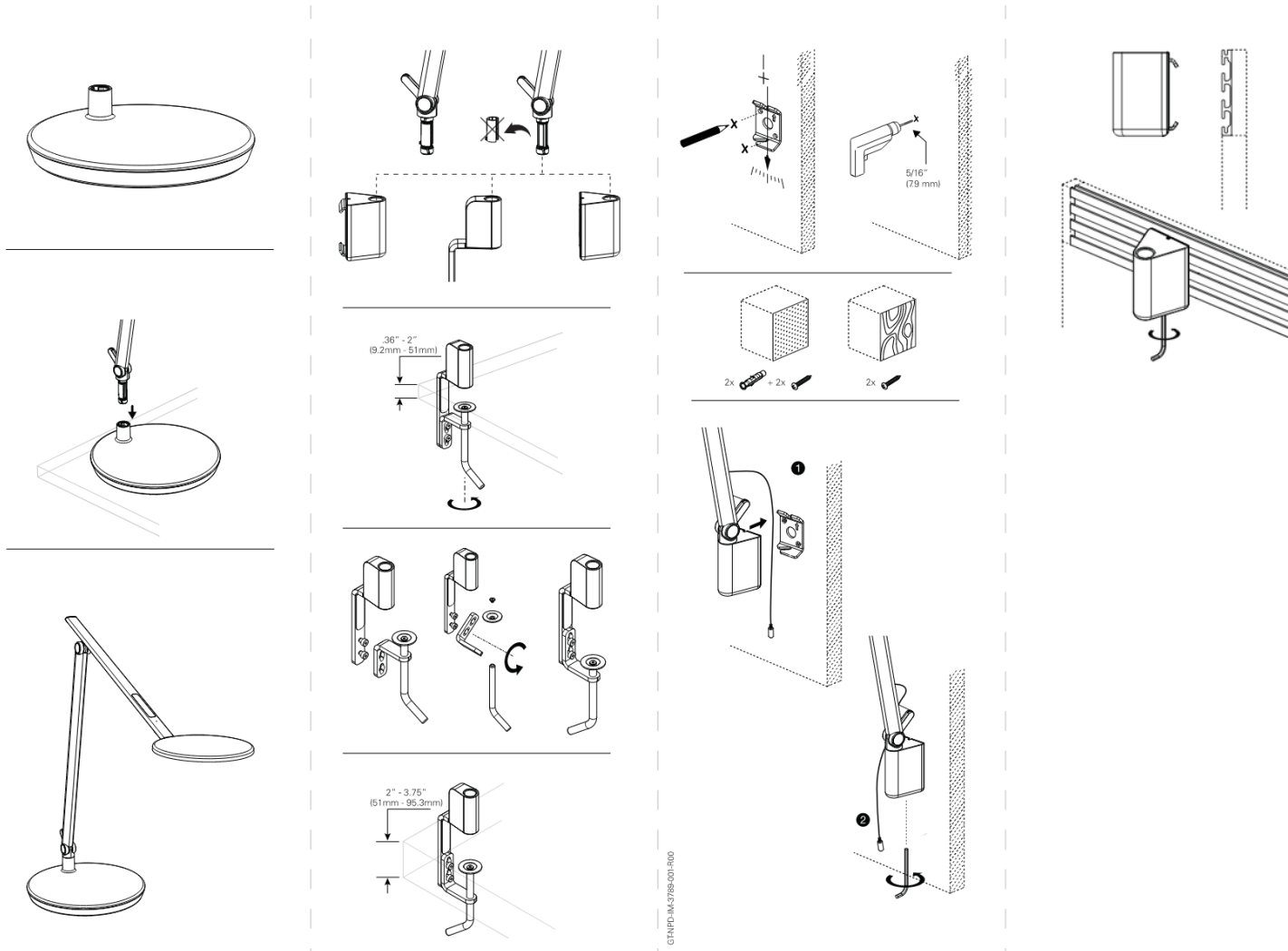
ポータブル照明器具の手順

تامی لایت ذران الی ذلوم حمل

휴대용 조명 장치 지침

www.humanscale.com/nova

Humanscale®



The external flexible cable or cord of this luminaire cannot be replaced; if the cord is damaged, the luminaire shall be destroyed.

The light source of this luminaire is not replaceable; when the light source reaches its end of life the whole luminaire shall be replaced.

FCC Notice

Model: N

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The FCC requires the user be cautioned that any changes or modifications made to this device that are not expressly approved by Humanscale may void the user's authority to operate the equipment.

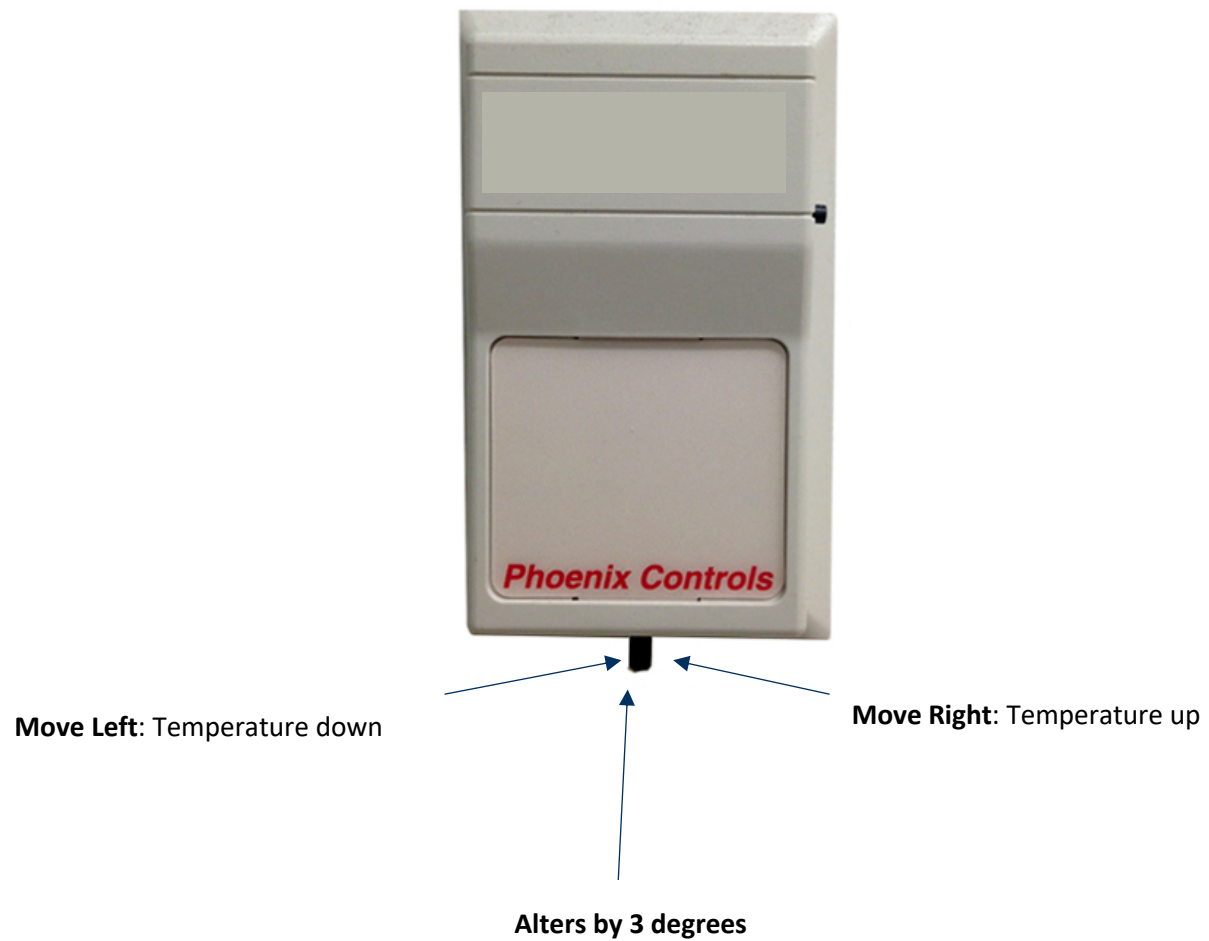
Humanscale
1114 6th Ave, 15th floor
New York, NY 10036
+1 800 400 0625 - United States
+353 (0)1 525 0610 - Dublin
+852 2581 0570 - Hong Kong

Innovation, Science and Economic Development Canada ICES-005
Compliance Notice:
CAN ICES-005 (B) / NMB-005 (B)

For our terms and conditions please visit:
www.humanscale.com/about/legal-information/terms-conditions.cfm

THERMOSTAT INSTRUCTIONS

New Thermostat Functionality



Section IV

LEED Information

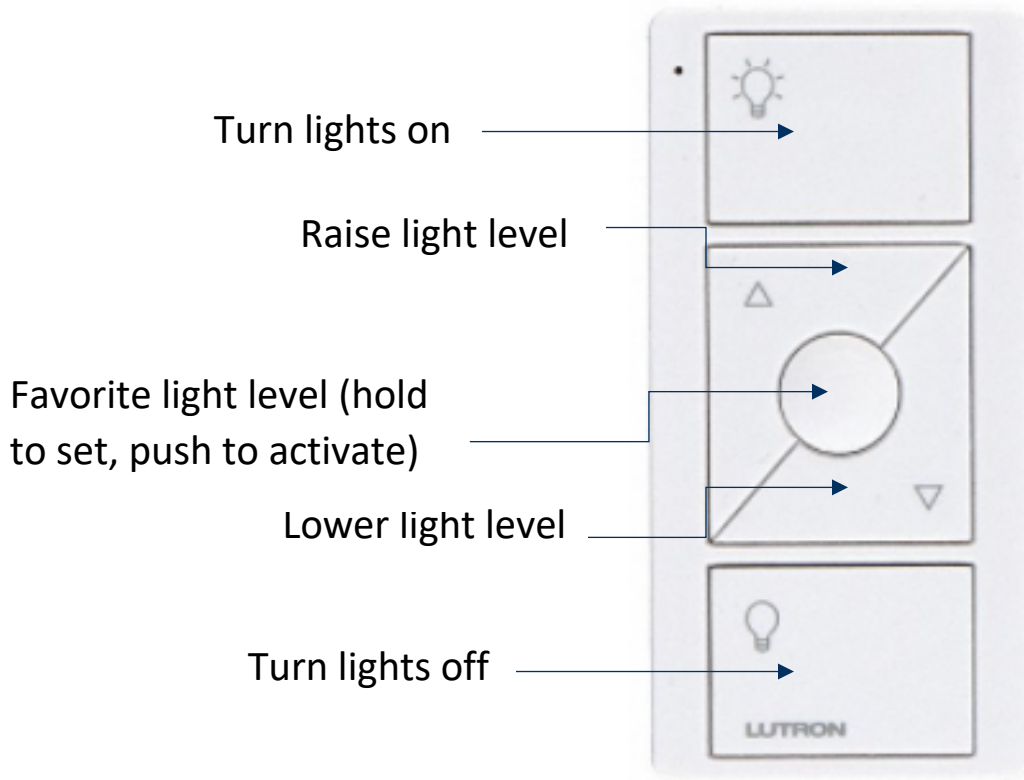
IV. LEED Information

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