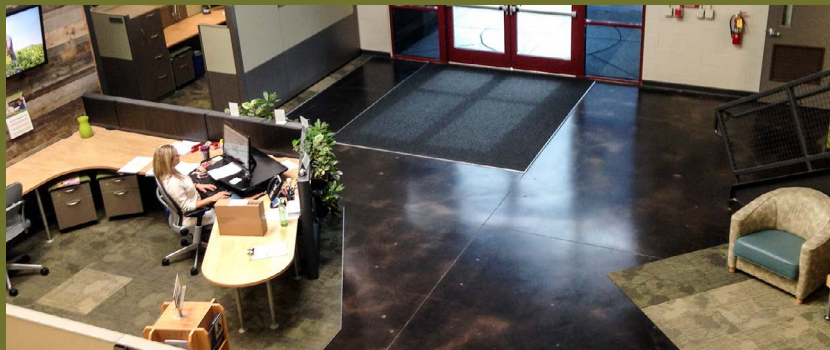
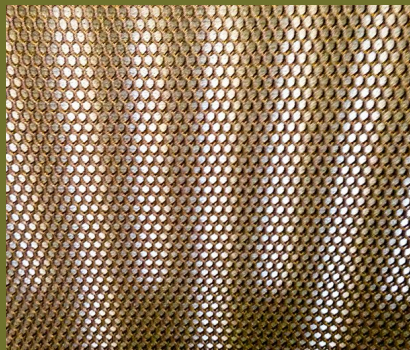


# WELCOME TO UC ANR AT SECOND STREET





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## Welcome to UC ANR at Second Street

### Introduction

The UC Division of Agriculture and Natural Resources (UC ANR) is focused on agriculture, natural resources, youth development and nutrition and bringing the power of UC research to bear on critical issues facing California and the world.

The Agriculture Experiment Station (AES) and Cooperative Extension (UCCE) are best described as a vast network of researchers and educators who work together to develop and provide science-based information to families, farmers, ranchers, and decision makers. Responsibility for this vast network is vested in UC ANR.

UC ANR, comparable in size and complexity to a small UC campus, is engaged in research, education and public service, but without undergraduate instruction.

### A little about the building

UC ANR Davis has many state-of-the-art features, and also represents UC ANR values:

- **Innovation:** As a Division we are leading innovators in bringing science based solutions to California's communities and the world. This building demonstrates UC ANR innovation through comfortable workspaces with state of the art technology.
- **Sustainability:** Demonstrated by the building renovation as well as by following Leadership and Energy & Environmental Design (LEED).
- **Collaboration and Teamwork:** With sixteen units now working together at UC ANR Davis, we have an exciting opportunity to make new connections, expand our networks and collaborate more effectively.

### The UC ANR units located here:

- 4-H Youth Development
- 4-H Foundation
- Academic Personnel Unit (APU)
- Business Operations Center (BOC-D)
- Communication Services and Information Technology (CSIT)
- Contracts & Grants (C&G)
- Expanded Food and Nutrition Education Program (EFNEP)
- Facilities, Planning, Management (FPM)
- Integrated Pest Management (IPM)
- Program Planning and Evaluation (PPE)
- Program Support Unit (PSU)
- Risk and Safety Services (RSS)
- Research and Extension Centers Administrative Office (REC AO)
- Staff Personnel Unit (SPU)
- Youth, Family and Communities (YFC)
- UC California Naturalist
- UC Master Gardeners
- UC Master Food Preservers
- Geographic Information System (GIS)

## What UC ANR does. UC ANR...

- Creates innovative and locally relevant research, as well as develops and implements targeted education and outreach programs through a statewide network of UCCE.
- Collaborates with UC Berkeley, UC Davis and UC Riverside AES academics to coordinate UC efforts through UC ANR Institutes, Statewide Programs and Initiatives.
- Competes successfully for national research and extension awards.
- Partners broadly with commodity groups, UC and CSU campuses, and state and federal agencies to serve local communities across the entire state of California.
- Educates approximately 120,000 young under served Californians annually through local youth development programs.

## By the numbers

- UC ANR employs a total of 1,350 individuals, working across all of California's counties, at nine Research and Extension Centers, four UC campuses, and at three administrative hubs.
- UC ANR deploys 320 UCCE academics who are actively engaged in research and extension projects.
- UC ANR has an all-funds annual budget of \$180 million and has \$175 million in endowments.
- UC ANR operates nine Research and Extension Centers in California with more than 11,000 acres.
- UC ANR partners with approximately 700 campus-based AES faculty at UC Berkeley, UC Davis, and UC Riverside.

### NONDISCRIMINATION STATEMENT

The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 [USERRA]), as well as state military and naval service.

University policy prohibits retaliation against anyone for bringing a complaint of discrimination or harassment. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

UC ANR is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal employment opportunity policies may be directed to:

John Sims,  
Affirmative Action Contact and Title IX Officer,  
University of California, Agriculture and Natural Resources,  
2801 Second Street, Davis, CA 95618  
(530) 750-1397; E-Mail: [jsims@ucanr.edu](mailto:jsims@ucanr.edu)

[http://ucanr.edu/sites/anrstaff/Diversity/Affirmative\\_Action/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/)



## Building specifics and floor plan

### Accessing the building

Three exterior doors can be accessed using a key "fob." The key "fob" allows access to the two exterior doors on the east side (also known as the east conference center entrance) of the building, and to the door on the northwest side (also known as the west conference center entrance) near bicycle lockers.

Once assigned to you, key fobs should not be shared or loaned to anyone. Lost or stolen key "fobs" should be reported as soon as possible to Rhett Woerly, the building coordinator at 750-1377 or [rjwoerly@ucanr.edu](mailto:rjwoerly@ucanr.edu) for deactivation and replacement.

### Alarm

Alarm sensors and motion detectors are located throughout the building. There are three alarm control panels in the building: The main entrance (Door #1), the east conference center entrance (Door #2), and the west conference center entrance (Door #3). Reminder: when entering or exiting the building, the key fob and alarm system are separate. Your passcode is required to activate and deactivate the alarm.

Employees who receive a key fob and alarm code will be trained on the activation and deactivation procedure.

### Building hours

The building is open to the public from 8 A.M. to 5 P.M., Monday through Friday. The west side entrances are locked at all times.

Meetings scheduled outside public hours are the responsibility of the meeting leader. The meeting leader is responsible for building access for meeting participants and vendors. Please do not let people into the building that you do not know. All visitors must sign in with the Receptionist.

### Custodial services

Custodial services are provided and restrooms are cleaned daily. Building custodial services empty trash receptacles in workstations and offices on Tuesdays

and Fridays (subject to holiday adjustments). Common area trash cans are emptied daily. Please take any food waste to common area trash receptacles to keep our work area as fresh as possible. The break room refrigerators are emptied and cleaned weekly, while the freezer is emptied and cleaned monthly.

### Disability access

The building fully complies with accessibility code requirements.

### Keys

Interior doors have regular keys. The exterior doors are accessed using a key "fob" (see Accessing the Building). Keys may be signed out by Rhett Woerly, the building coordinator at 750-1377 or [rjwoerly@ucanr.edu](mailto:rjwoerly@ucanr.edu)

### Alarming the building

If you are leaving the building and believe you are the last person here, there are several procedures that need to happen before the alarm is set. Begin by walking around the building calling out and looking for any person who might still be in the building. This includes making sure nobody is in the restrooms, conference rooms or offices. While you are walking around checking for people it's also important to make sure all eight doors to the building are closed completely by giving them a pull inward. Check that the locks in both the Coast and Bay Rooms are secure as well. Once you have checked both the upstairs and downstairs for coworkers, and you're sure you're now the only person left in the building, it's okay to set the alarm and exit the building.

If, upon checking the building you find that there is another person present, please notify them that they appear to be the last person here. Let them know that they are responsible for checking the status of the building and that they should set the alarm before they leave.

## EMERGENCY PROCEDURES

### Automatic External Defibrillators (AED)

An AED is located on the first floor behind the conference center in the north hallway.

### First Aid

First aid kits are located in the break room, at the second floor coffee bar and in the north hallway behind the conference center.

### Fire Extinguishers

Fire extinguishers are located throughout the building. Training will offered on an ongoing basis by Risk and Safety Services.

*(Please see the maps on pages 4 & 5 for exact locations.)*

- ◆ Fire Extinguisher
- Fire Alarm Pull Station
- First Aid Kit
- AED Automatic External Defibrillator



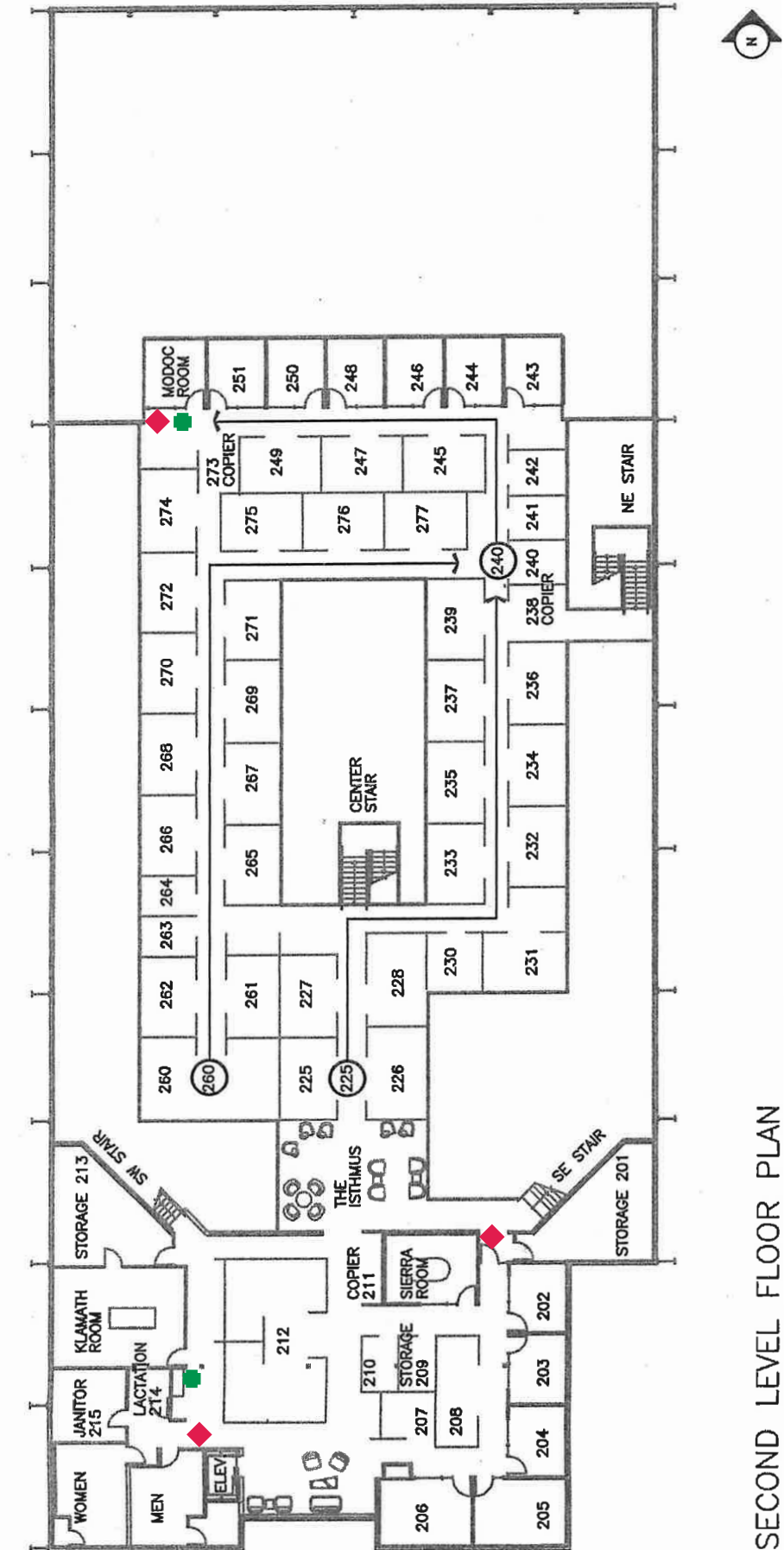
FIRST LEVEL FLOOR PLAN

## Emergency Contact Information

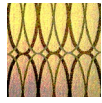
- Fire/Medical Emergency dial 911.
- For non-emergencies, contact City of Davis Police: (530) 747-5400.

The safety coordinator should also be notified of all emergencies. Please contact Mark Barros 530-750-1262 or e-mail [mjbarros@ucdavis.edu](mailto:mjbarros@ucdavis.edu) and call for emergencies 530-304-1015.

- ◆ Fire Extinguisher
- Fire Alarm Pull Station
- First Aid Kit
- AED Automatic External Defibrillator



SECOND LEVEL FLOOR PLAN



## At Second Street web site

To access the [At Second Street web site](#), go to the Portal first, and click on the button, top right (called ANR Building). The intranet site is a communications tool for all those residing in the UC ANR Second street building.

Use it to:

- Communicate here about workplace celebrations or activities. Post photos of the event!
- Suggestion box: What's on your mind? Use this for comments or questions regarding your workplace. Perhaps you wanted to ask about a change in policy, or you wanted to see about inter-building trainings, etc. Do you have an idea about how to make your workplace better? Click the suggestion box button and submit your query. Please let us know if it's okay to make it public. If so, we will post it on the web site and share the feedback. All suggestions will be reviewed by the Second Street Operations Committee and discussed at the next meeting. Please let us know if you want to remain anonymous or if it's okay to post your name. Nothing will be made public without your consent.
- Ask button: Click the Ask button if you have questions or insights about any building-related issues, or if there is an urgent matter. Is there an issue with the heating or air? Do you have a problem to report about one of the restrooms? Is there a broken or leaky faucet? This is what the Ask button is best used for.
- Community calendar.
- Vacation spotlight.
- Welcome to new employees.
- Brown bag lunch activities and workshops.
- Short videos that have workplace relevance.
- Community outreach.
- Employee handbook electronic copy.
- More!



## Bicycles

### Employee bicycle storage

Bicycle racks are available near the southeast and northwest entrances of the building. Employees are responsible for bringing their own locks. Leaving bicycles overnight is at your own risk.

There are twelve bicycle lockers available on a first-come, first-served basis for bicycle commuters. Keys may be checked out from the facilities manager. Lockers should be emptied every night.

A bicycle repair kit with common tools and a tire pump/compressor is available in the Sacramento Valley conference room foyer next to the loaner bicycles at the northwest entrance.

### Loaner bicycles

There are four loaner bicycles, locks and helmets available for check out from the receptionist. The "bicycle pool" can be used to travel to the main campus or just for fun and exercise. These are located at the north west entrance in the foyer of the Sacramento Valley Room.

A signed waiver is required to be on file before bicycles can be checked out. The keys are available from the receptionist. Please return the loaner bikes and lock them at the rack inside the Sacramento Room foyer by the end of the day and report any problems to the receptionist.

You will find bicycle maps of the Davis near the location of the loaner bicycles.



## Common areas and locations

### Break room

The employee break room can be used by anyone in the building. It is on the first floor and is equipped with the following:

- Two commercial-grade refrigerators
- One commercial-grade freezer
- Four microwaves
- One toaster
- One toaster oven
- Two single-serve (pod-type) coffee machines with filtered water. "Pods" are available at most supermarkets and in the vending machine on the first floor.
- One hot water kettle
- One ice machine (please use the scoop that is provided and not cups or spoons)
- Two vending machines are located outside the break room. One is for snacks and the other is for drinks.
- Filtered water is available from drinking fountains and water bottle filling station located outside the break room

Please wash and dry your dishes after use and take them back to your desk.

### Coffee bar and water filling station

The second floor break station is located on the second floor near the elevator. Provided is a drinking fountain, a water bottle filling station, a hot water kettle and a coffee maker. The coffee maker is a single serve (pod-type) machine, the same style that is available in the break room on the first floor. Please keep this area clean and tidy.

*If there is a problem with any of the machinery or items provided for the break areas please use the Ask button to let someone know.*

### Common spaces/quiet rooms

There are five total quiet rooms. These rooms can be used for small, impromptu meetings or for getting away to a quiet, private space. The first floor rooms are: 167, 151, the Colorado and the Mojave.

There is one quiet room on the second floor that is located on the north west side. It is called the Modoc room. The Modoc Room is the only one of the five which can be scheduled via MS Outlook.

There are three common open spaces for general use. There are two on the second floor located at the south end, as well as the middle section just south of the 4-H student work stations. There is one common open space on the first floor just outside of the break room.

Be considerate of others when walking through the hallways and speak with a soft voice. When headphones are in use, be mindful not to startle the user. Consider sending an email to ask for a meeting.

### Exercise bicycles

There are two exercise cycles for use by building occupants. One is located on the first floor just outside of the break room and the other is on the second floor within the south common space along the windows facing the train tracks.

### Lactation room

Located around the corner (toward the women's restrooms) from the second floor break station is the lactation room. It is equipped with a sink and a small refrigerator. Please label and date milk, and take it home daily. The door will remain unlocked when not in use.

### Printer/copier machines

Through UCD Reprographics copier program, seven shared printer/copiers are available in the building: Four on the first floor and three on the second floor. The main printer/copier in the mail room and the printer/copier on the second floor on the south end of the building have color capability. All seven machines have:

- scanning capability • varying paper sizes
- staplers • 3-hole punch • collation

**Supplies and paper** (white and basic colors) are provided by Reprographics. Each employee will be issued a printer code. Instructions for secure printing are located at each copy machine. Go to *At Second Street* for details. If at any time a machine is out of service, please send your job to another machine.

**When issues do arise**, always submit a service request via the Ask button so a service representative can be contacted to respond to the problem. Using the Ask button helps prevent any duplicate requests or confusion concerning the machines. If possible, leave a sample of a misprinted copy taped to the machine so the technician can identify what the problem may be. In addition, when submitting an Ask button request, always identify the machine by the label on the machine. Example: S2 (South Second Floor) or NE1 (North West First Floor).

**If toner or toner waste needs to be replaced**, please use the Ask button to request replacement. Replacing toner cartridges requires specific handling and training and if not done properly, spillage can occur which can leave stains or ruin clothing. All supplies for the machines are ordered centrally; please do not contact Reprographics directly. All paper and supplies are to only be used by the seven networked machines. If you have permission for a desktop printer, the paper and toner cartridges need to be ordered by the department.

One last helpful tip, the copier in the mail room is designed for larger print/copy jobs and is much faster than the other units. It also has larger paper storage for fewer interruptions.

## Restrooms

There are three sets of restrooms. They are located near the first floor break room, near the elevator on the second floor, and in the first floor conference center area which also has a gender inclusive restroom with a changing table.

## Compost/Recycling

There are recycle bins for cardboard, plastic and aluminum in the break room and at the coffee bar on the second floor. Please support our efforts to direct as much of our waste toward the recycle and compost bins as possible by following directions on signs. When taking boxes out to the dumpster for recycling, be sure to flatten them.

## Showers

Two showers are located behind the first floor conference center in the north hallway. One shower is located in the Family Restroom and the second one is a separate unisex shower room. Please remove any personal items after using the showers.

## Suggestion Box and Community Bulletin Board

Located between the men's and women's restrooms on the first floor (south) are both the Suggestion Box and the Community Bulletin Board. Please use the Suggestion Box for any concerns regarding workplace issues. All submissions will be discussed by the Second Street Operations Committee.

The Community Bulletin Board can be used to post general employee notices. Is there a birthday you'd like to announce or a community event you want us to know about? Please put a date on the flyer. Most notices will be taken down after 30 days. Permission from Facilities is required to post notices in any other places inside or outside the building.

## Visitor work spaces

Three work spaces are available near the reception area for visitors' use. They are available on a drop-in basis. Please ask the receptionist if you or a guest need to use them.

## Water filling stations

Three drinking fountains and water filling stations are located near the first floor break room, in the north hallway near the first floor conference center and on the second floor southwest of the elevator.

## Work spaces, general

- In order to take full advantage of the building's natural light, please do not cover glass panels.
- Kitchen-type appliances should be used only in the break room.
- Coat racks are available by the mail room and by the northwest entrance for heavy coats and rain gear.



## Conference rooms and policy

### Conference rooms

There are six medium to large conference/meeting rooms for use at the Second street building. The first floor has two medium-sized rooms as well as two large rooms. The north conference room is called the Valley Conference Center and can be utilized as one large conference space, or with the adjustable wall, can be divided into two smaller spaces. Separately these are known as the San Joaquin Valley Room and the Sacramento Valley Room.

Capacity for the **first floor** conference rooms are as follows:

- Sacramento Valley Conference Room #148 – capacity allowance of 88 people.
- San Joaquin Valley Conference Room #149 – capacity allowance of 112 people.
- Bay Room #105 – capacity allowance of 8 people (extension #1347).
- Coast Room #104– capacity allowance of 16-18 people (extension #1356).

The **second floor** has two medium-sized conference rooms:

- Modoc Room #253 – capacity allowance of 4 people (extension #1367).
- Sierra Room #1358 – capacity allowance of 8 people (extension #1358).

### Reserving a room and scheduling events

Medium-size conference rooms are scheduled using your Outlook calendar. For detailed instructions, go to the *At Second Street* website and click on the top navigation called Conference Resources. You will also find information regarding meeting room capacities and audio/visual equipment .

Because the Valley Conference space is set aside mainly for larger events, please make reservations for the San Joaquin Valley Conference Room and/or the Sacramento Valley Conference Room at:

<http://ucanr.edu/survey/survey.cfm?surveynumber=11283>.

### Catering

To ensure proper insurance is on file, use a UC Davis campus approved caterer. The following link directs you to the approved UC Davis caterers at [http://www.cevs.ucdavis.edu/dept\\_cont/caterers/](http://www.cevs.ucdavis.edu/dept_cont/caterers/).

### Video conferencing

All of the larger meeting rooms are fully equipped. Contact desktop support for assistance at 750-1212.



## Emergency and Evacuation

### Emergency alarm

If an emergency occurs, pull the fire alarm located by any of the four main entrances.

Every employee will be trained in the emergency procedures as part of orientation to the building, and periodic drills will be conducted. For more information, refer to your copy of the Emergency Action and Fire Prevention Plan or ask your unit's safety monitor.

### Emergency contact information

- Fire/Medical Emergency dial 911.
- For non-emergencies, contact City of Davis Police: (530) 747-5400.

The safety coordinator should also be notified of all emergencies. Please contact Mark Barros 530-750-1262 or e-mail [mjbarros@ucdavis.edu](mailto:mjbarros@ucdavis.edu), and cell for emergencies 530-304-1015.

### Emergency procedures

#### *Automatic External Defibrillators (AED).*

An AED is located on the first floor behind the conference center in the north hallway. Please see floor plan on pages 4 and 5 for reference.

#### *First Aid*

First aid kits are located in the break room, at the second floor coffee bar and in the north hallway behind the conference center. Please see floor plan on pages 4 and 5 for reference.

#### *Fire Extinguishers*

Fire extinguishers are located throughout the building. Training will offered on an ongoing basis by Risk and Safety Services. Please see floor plan on pages 4 and 5 for reference.

#### *Evacuation Plan*

All employees will be trained on the Emergency Action and Fire Prevention Plan during their building orientation. The Emergency Action and Fire Prevention Plan is posted on the building website for your reference.

Please familiarize yourself with the emergency evacuation map located by the elevator and at every stairway throughout the building. There will be an annual emergency evacuation drill.

Questions about emergency procedures should be directed to the safety coordinator, Mark Barros 530-750-1262 or e-mail [mjbarros@ucdavis.edu](mailto:mjbarros@ucdavis.edu), and cell for emergencies 530-304-1015.



## General policies and procedures

### Animals

Only service animals are allowed in the building.

### Fleet vehicles

There are three fleet vehicles available for reservations using Outlook Calendar. A per mile charge will be assessed to each user's department. Each vehicle contains a mileage log and a pen with a clipboard, so be sure to write down the beginning and ending mileage of each trip you make.

Damage or maintenance: Check the vehicle before departing and upon return.

A checklist is provided on the clipboard in each vehicle. Please:

- Report accidents or other incidents immediately to Brian Oatman.
- Reserve fleet vehicles for longer trips.
- Help us keep the vehicles clean by removing your items and trash when you return.
- Fill the gas tank whenever the tank is half full. Use the gas card provided with each vehicle.
- Do not reserve the vehicles for multiple days if you are making multiple short trips throughout that time period.
- Do not drive vehicles to the airport and park them while you travel by air (this is against UC Policy).

If a fleet vehicle is not available when you need it, there are other options including renting a car. Car Rental Agreements are available at the UC Davis Travel & Entertainment website. See the building website (AtSecondStreet) for more information about vehicle rental options.

Report damage or needed repairs to Rhett Woerly [rjwoerly@ucanr.edu](mailto:rjwoerly@ucanr.edu). If he's not available, please submit a report via the Ask button.

Please go to the manual for more information: <http://manuals.ucdavis.edu/ppm/300/300-30.pdf>

### Carpool/Vanpool

Carpools consist of two or more people. Four parking spaces are designated for carpools. See the Community Bulletin Board for car pool opportunities.

### Ergonomics

Need your desk adjusted, or do you have questions about your workplace set up? Contact our Safety Specialist Malendia Maccree, [mmmaccree@ucanr.edu](mailto:mmmaccree@ucanr.edu).

### Lost and found

If you or someone you know has lost or misplaced an item, please check with the receptionist.

### Parking

Parking is available next to the building. Please park only in the spaces designated for UC ANR use. See the map, page 12.

### Technology support

If your computer is not functioning properly, contact desktop support at 750-1212, or click the Tech Help button in the UC ANR Portal [ucanr.edu/portal](http://ucanr.edu/portal).

### Temperature control

Building temperatures are controlled centrally. Personal fans and heaters are allowed if they comply with building and safety regulations. Building regulations: 250 watts max. Safety regulations: see the safety notes posted at <http://safety.ucanr.org/files/1391.pdf>. Please submit a query at the Ask button if you have a problem with the temperature or need an evaluation of your personal appliance's compliance.

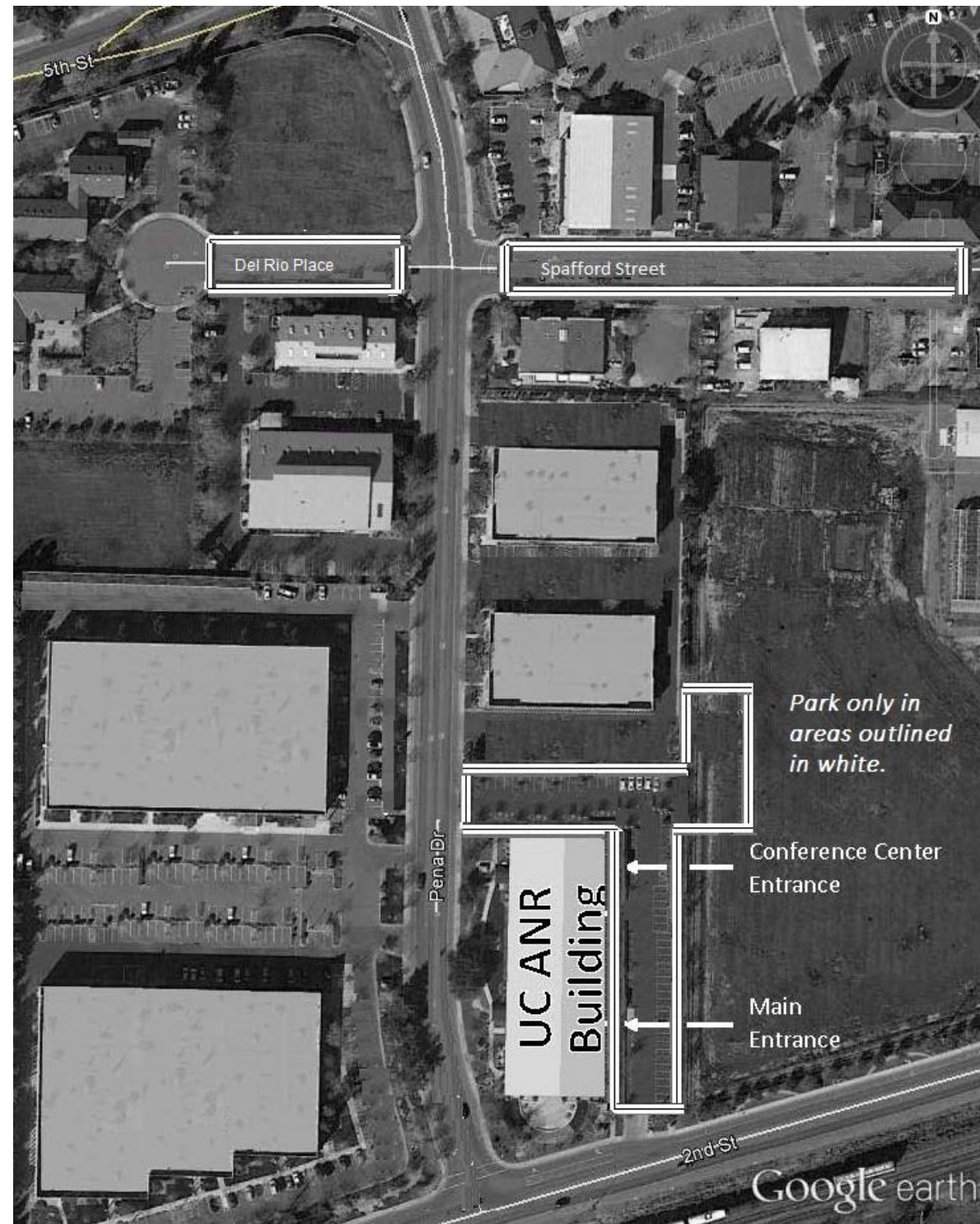
### Visitors

Visitors must enter through the main entrance and check in with the receptionist. Parents and guardians should not leave their children unattended in any part of the building.

### Wireless

**Wireless access:** 2801Second. Access is enabled throughout the building and on the patios. Go to At Second Street for more log-in information or contact desktop support for assistance at 750-1212.

University of California  
Agriculture and Natural Resources Building  
2801 Second Street, Davis CA, 95618  
530-750-1200, Receptionist



Please do not park in the lots of adjacent businesses

## Mail & Storage

### Mail room

The mail room is located at the front entrance. It contains mail slots for all employees at Second Street. Other items housed in the mail room:

- Printer/copier
- Fax machine, # 530-756-1079
- Laminating machine & supplies
- Outgoing campus mail and incoming mail
- Battery recycling
- Miscellaneous office supplies
- Paper shredder and recycle bins
- Labor & Employment board
- Employee Orientation bulletin board

Incoming mail: U.S. Postal Service and UC Davis campus mail (including inter-campus) will be delivered daily and distributed to individual mail slots by the receptionist. There are also mail slots for departments.

Outbound U.S. mail may be placed on the reception desk for pick up by the US Postal Service.

A label machine is available in the mail room for printing address labels.

Inter-campus Mail: Mail that is being sent to campus should be placed in the designated bin in the mail room.

Delivery and pickup times for U.S. mail and campus mail are posted in the mail room. Just to clarify, mail is only picked up in the morning (before noon) when the campus delivery is made. If you'd like something to go out the same day, like a FedEx package, then you'll need to go to Mail Services on the UC Davis campus.

Our physical mailing address (also used for the U.S. Postal Service):

(your name)  
UC ANR  
(unit name)  
2801 Second Street  
Davis, CA 95618-7774

For more information, see:

[http://ucanr.edu/sites/TheNewANRBuilding/Employee\\_Resources/Mail\\_Operations/](http://ucanr.edu/sites/TheNewANRBuilding/Employee_Resources/Mail_Operations/)

### Inside storage

Units have assigned file cabinets and storage areas. Please do not store hazardous materials. If you have questions as to whether materials are considered hazardous, contact the building coordinator, Rhett Woerly at [rjwoerly@ucanr.edu](mailto:rjwoerly@ucanr.edu) or 750-1377. If your unit requires a change in storage space, your unit director should send a request to Rhett Woerly.

### Outside storage

Storage containers are located on the north end of the gravel parking lot. Keys are assigned to Units. Please use a vehicle to transport heavy items to or from Storage Containers. Avoid activity in containers during the heat of the day. For more information, see:

[http://ucanr.edu/sites/TheNewANRBuilding/Employee\\_Resources/Second\\_Street\\_Space\\_Committee/](http://ucanr.edu/sites/TheNewANRBuilding/Employee_Resources/Second_Street_Space_Committee/)



