Recommendations
Operations & Amenities
3172 Porter Subcommittee
April 5, 2012
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3172 Porter Subcommittee Members

- Jeremy Benjamin - MCD
- Maria Burns - MCD
- Irene Castillo – HRG
- Stacy Cullison – MCD
- Rebecca Garza - MCD
- Hanan Herzog – IRT
- Colleen James – RMG
- Vivian Jones - OFPM
- Karen Kellner – RMG

- Susan Lydick – Communications & Public Affairs
- Mary Palmer - RMG
- Chuck Plock - IRT
- Erin Romer - RMG
- Traudi Sedelmayr - OFPM
- Michele Ople Tran - OFPM
- Debbie Watt –HRG
Amenities & Building Operations

1. Food Options
2. Fitness Amenities
3. Reception
4. Janitorial
5. Mail & Deliveries (at 3172 – Admin Bldg)
6. Health & Safety
7. Additional Amenities
Subcommittee Directive

1. Current options at SMP/MCD
2. Already in the works at Porter
3. Recommendations for TnI (or 3172) at Porter
4. Other options
Food Options

1. Current food options at SMP/MCD
2. Already in the works at Porter
   - Kitchen w/ seating area + satellite kitchenettes
   - Outside patio area
   - Bistro @ 3160
3. Recommendations
   - Traditional vending or fresh food “Market” option - both including healthy, fresh food choices
   - Fresh brewed, single cup coffee option to include espresso drinks
   - Input from subcommittee: Recommend having eateries in close proximity with healthy breakfast & lunch options including hot meals & rotating weekly menu selections. Available catering to departments for meetings.
4. Other options
   - Various local cafes – Tibco Café (0.3 miles) & 1070 Alway Café (1.1 miles)
   - California Avenue restaurants via shuttle or bike
   - Food Trucks - target 2013-14, if this does not have negative impact on Bistro@3160
Fitness Amenities

1. Current fitness options at SMP/MCD

2. In the works at Porter
   - HIP Classes
   - Very small workout facility (only a few machines) in 3145 Porter, but no commitment from University that this would be available to SoM staff & current size would not accommodate us

3. Recommendations
   - Fitness Facility comparable to existing facilities at SMP & MCD
   - Fitness Facility within 5 minutes walking
   - Dedicated space for classes & machines
   - Adequate shower facilities, changing rooms & locker space
   - Outdoor workout options (basketball hoop, etc.)
   - 1651 Page Mill as an option?

4. Other options
   - Palo Alto YMCA located 1.1 miles away – membership required
   - Campus fitness facilities
Reception

1. Current building reception at SMP/MCD

2. Recommendation at 3172
   - Full-time receptionist on 1st floor at main entry
   - **Scope of work to include:** directing visitors, single point-of-contact for building/Facilities related issues, sort mail, help resolve issues that arise for common area spaces, assist with transportation oversight/reporting of issues (Shuttle, shared fleet cars, shared bikes), assist with emergency evacuation process as trained BRT member/captain

3. Other options at 3155 & 3165
   - “Virtual” receptionist
   - Shared part-time receptionist between both buildings
Janitorial

1. Current janitorial service at SMP/MCD

2. Recommendations at 3172
   - Standard nightly janitorial service
   - Part-time day porter (expanding to full-time when 3155 & 3165 are occupied), including the following scope of work:
     • Maintain cleanliness & restock supplies in kitchens, break rooms, conference rooms & bathrooms
     • In kitchens, clean refrigerators & load/empty dishwashers as needed
Mail & Deliveries

1. Current process for mail & deliveries for SMP/MCD
2. Recommendations
   - Receptionist receive USPS mail to sort by department
   - Use of loading dock for receiving all deliveries
   - ID (inter-department) mail
     - maintain medical center mail services & use loading dock for delivery
     - Per ID Mail Services, new mail codes must be issued for all departments
   - Possible Facilities operations & maintenance staff onsite at loading dock – when 3155, 3165 are occupied – need interim solution for receiving deliveries when 3172 is occupied (receptionist coverage?)
   - UPS, FedEx drop boxes at TnI campus – currently no drop boxes exist in Porter Drive area
Health & Safety

1. Current Health & Safety procedures at SMP/MCD

2. Recommendations
   • Build a BRT (Building Response Team) with representatives from each department at 3172 to assist in case of emergency/evacuation
   • Have an AED (Automated External Defibrillator) on each floor & provide training to all BRT members and any staff interested
Other Amenities

1. Recommendations
   • Stanford Federal Credit Union ATM available in 1st floor break area
   • Research full ATM services for credit union – including deposits
   • Purple Tie – Dry cleaning, laundry, shoe repair service
   • Sous Kitchen – Prepared, fresh frozen meals