

Spring Facility Managers' Meeting

Tuesday April 26, 2016

8:30 a.m. – 10:30 a.m.

8:30 a.m.	Welcome - Phys. Plant I.D. Badges - Phys. Plant Name changes - SONARR Update - Work Order APR Update - Key Watcher Update - Contact Info for Facility Managers	Rob Lamppa
9:15 a.m.	Campus Mail	Kris Ackerbauer
9:25 a.m.	Safety	Paul Umbeck
9:40 a.m.	Transportation Updates	Rob Kennedy
9:55 a.m.	Campus Master Plan	Gary Brown
10:30 a.m.	Questions & Answers	Rob Lamppa

Campus Mail Service

How to Use Campus Mail Efficiently

April 26, 2016

Kris Ackerbauer
Dir. Physical Plant- Services

Campus Services

■ Truck Service

- Campus Mail (Interdepartmental and a Portion of U.S. Postal)
- Transport Trades

■ FRWs

- Movers
- Window washers
- Light Changers
- Delivery of tables & chairs

U.S. Mail

(Some U.S. Delivered by Campus Services)

- Pick-up from U.S. Post Office (Time... ?)
- Deliver/Pick-up Campus Bldgs (49 stops)
- U.S. Mail Picked up by D.O.A Driver at 45
N. Charter @ 2:30 pm

Campus Services **Delivery of U.S. Mail**

Stop	Address	Bldg	Instructions
1	3801 Regent St.	Wisc Humanity Counsel	Tue & Thurs only, 1 st Floor, after 8:45am
2	455 Science Dr.		left at mailbox, side door, north side of bldg.
3	575 (& 561) Science Dr.		"knock" on window
4	585 (& 555) Science Dr.	Aids Vaccine Research Lab	
5	5901 Research Park		front door to right
6	510 Charmany Dr. (505 S. Rosa Rd.)	MG&E Bldg.	front door, downstairs to left
7	3817 Mineral Point	US Geological Survey	
8	716 Langdon St.	Red Gym room 130	U.S. Mail in tub on floor , 702 in tub on counter
9	432 N. Lake St.	Extension Bldg.	drop-off Red Gym U.S. Mail
10	702 W. Johnson St.	Admissions	drop-off Red Gym mail
Break			
11	1743 Commercial Ave	Tandem Press	inside main entrance
12	U.S. POST OFFICE	Pickup U.S. Mail for UW Campus	205 Corporate Dr. (off Milwaukee St)
13	432 E. Campus Mall	University Club	mailroom
14	432 N. Lake St.	Extension Bldg.	mailroom: drop off U.S. Mail
15	650 N. Lake St.	Alumni Center	front desk
16	680 N. Park St.	Limnology Bldg.	by mailbox inside front door
17	660 N. Park St.	Water Science	1 st floor outside room 115
18	550 N Park St	Science Hall	room 56, back door, down stairs
19	1000 Bascom Mall	Education Bldg.	parking ramp entrance off Observatory Dr.
20	1050 Bascom Mall	North Hall	room 110, east entrance
21	1055 Bascom Mall	South Hall	room 102, west entrance
22	430 Lincoln Dr.	Birge Hall	1 st Floor mailroom
23	1050 University Ave	Lathrop Hall	room B134, basement

Campus Services **Delivery** of **U.S. Mail** (Cont'd)

Stop	Building	Building	Instructions
24	925 Bascom Mall	Music Hall	room 110,
25	1150 University Ave.	Chamberlain Hall	room 2309, upstairs to right
26	465 Henry Mall	State Lab of Hygiene	back entrance, ring bell
27	445 Easterday Lane	Vet. Diagnostics Lab	loading dock, right to 1305
LUNCH			
28	1225 Linden Dr.	Bradley Memorial	room 223, east entry, upstairs to right
29	1305 Linden Dr.	Middleton Bldg.	loading dock by room 9
30	1450 Linden Dr.	Agriculture Hall	room 40, east entry
31	1300 Linden Dr.	Nancy Nicholas Hall	parking ramp entry
32	1415 Linden Dr.	Nutritional Science	room 250-C
33	460 Henry Mall	Ag. Engineering	room 115, east entry 1 st floor
34	427 Lorch St.	Taylor Hall	room 111, west entry
35	445 Henry Mall	Genetics	room #107, closet door in hallway
36	425 Henry Mall	Genetics-Biotech Center	room 1220, west entry
37	1575 Linden Dr.	Hort-Moore Hall	room 371, east entry
38	1525 Linden Dr.	Bock Labs	loading dock, room B119,
39	640 & 620 Babcock Dr. Ag Dean's Res)	Humphrey Hall	to 640 Babcock Dr downstairs, 1st door to left
40	1975 Willow Dr.	Goodnight Hall	1 st floor
41	2000 Observatory Dr.	Gym-Natatorium	south entrance, mailroom
42	2115 Observatory Dr.	Biotron	front entrance
43	1550 Linden Dr.	Microbial Science	loading dock, room B1118
44	1545 Observatory Dr.	Hiram-Smith Hall	upstairs to left
45	1525 Observatory Dr.	Soils-King Hall	room 263, 2 nd floor,
46	1225 Observatory Dr.	LaFollette Institute	1 st floor mail table
47	1401 Observatory Dr.	Washburn Observatory	south entrance
48	1220 Linden Dr.	Van Hise Hall	down hall, room 125 & 127
49	45 N.Charter St. ret. w/ outgoing U.S.	2:30pm DOA U.S. Mail pickup	

Campus Mail Service Background & Resources

- Sort & Deliver 14,000 pieces a week
- 3 Drivers
- 1 Sorter/Driver

A photograph of a large room filled with rows of yellow wooden mailboxes. The mailboxes are arranged in long aisles, with some containing papers and others empty. A large white fan is visible in the upper left corner, and a small American flag hangs on the wall in the background. The floor is covered with a dark, textured material, and several white plastic bins are visible in the foreground.

Delivery Vehicles



Topics

- Delivery Schedule
- Addressing

Departmental Mail Delivery Schedule

■ Dept. Mail Routes

- Morning East
- Morning West
- Morning Far West (Science Dr.)
- Afternoon East
- Afternoon West

■ Campus mail dropped off or picked up at one stop per building (+ or – 15 minutes)

■ Print schedules: <https://physicalplant.wisc.edu/>

- Campus Mail Schedules
- Delivery & Moving

East (Morning)

EAST AM MAIL ROUTE		
8:05 AM	30 N. Mills St	30 N. Mills St
8:10 AM	Fluno Center	601 University Ave
8:15 AM	Chamberlin Hall	1150 University Ave
8:18 AM	Social Science Bldg.	1180 Observatory Dr
8:21 AM	Bascom Hall	500 Lincoln Dr
8:25 AM	Van Vleck Hall	480 Lincoln Dr
8:28 AM	Birge Hall	430 Lincoln Dr
8:31 AM	South Hall	1055 Bascom Mall
8:34 AM	Law School	975 Bascom Mall
8:38 AM	North Hall	1050 Bascom Mall
8:41 AM	Education Bldg.	1000 Bascom Mall
8:44 AM	Science Hall	550 N. Park St
8:49 AM	Red Gym	716 Langdon St
8:53 AM	Memorial Library	728 State St
8:56 AM	Extension Bldg.	432 N. Lake St
8:59 AM	University Club	432 East Campus Mall
9:05 AM	Grainger Hall	975 University Ave
9:08 AM	Journal Chemical Education	209 N. Brooks St
9:14 AM	Noland Hall	250 N. Mills St
9:17 AM	Teacher Education	225 N. Mills St
9:20 AM	Educational Sciences	1025 W. Johnson St
9:25 AM	Chemistry Bldg.	1101 University Ave
9:30 AM	deliver 1st half of route to Mail Room / Rest Break	

East (Morning - Cont'd)

9:53 AM	Vilas Hall	821 University Ave
9:56 AM	Humanities Bldg.	455 N. Park St
10:00 AM	Music Hall	925 Bascom Mall
10:03 AM	Lathrop Hall	1050 University Ave
10:06 AM	State Historical Society	816 State St
10:09 AM	Memorial Union	800 Langdon St
10:15 AM	Limnology	680 N. Park St
10:17 AM	Water Chemistry	660 N. Park St
10:20 AM	H.C. White Hall (Library)	600 N. Park St
10:25 AM	D.2.P. (Discovery to Product)	1403 University Ave
10:29 AM	Psychology Bldg.	1202 W. Johnson St
10:32 AM	Service Bldg. / Physical Plant	1217 University Ave
10:36 AM	Discovery Bldg. (WID)	330 N. Orchard St
10:40 AM	Meiklejohn House TUES-WED-THURS only	228 N. Charter St
10:43 AM	Atmospheric Oceanic & Space Science (AOSS)	1225 W. Dayton St
10:46 AM	Rust-Schreiner Hall	115 N. Orchard St
10:48 AM	Primate Lab	1220 Capitol Court
10:53 AM	Weeks Hall	1215 W. Dayton St
10:56 AM	Charter St. Heating Plant	117 N. Charter St
11:04 AM	U.W. Systems Administration	780 Regent St
11:07 AM	Safety Bldg.	30 East Campus Mall
11:09 AM	21 N. Park St.	21 N. Park St
11:13 AM	Kohl Center	601 W. Dayton St
11:17 AM	S.E.R.F.	715 W. Dayton St
11:20 AM	Admissions / McBurney Center	702 W. Johnson St
11:22 AM	333 East Campus Mall	333 East Campus Mall
11:30 AM	Mail Room	45 N. Charter St.

East (Afternoon)

12:35 PM	Chamberlin Hall	1150 University Ave
12:37 PM	Sterling Hall	475 Charter St.
12:40 PM	Social Science Bldg.	1180 Observatory Dr
12:43 PM	Ingraham Hall	1155 Observatory Dr
12:46 PM	Bascom Hall	500 Lincoln Dr
12:50 PM	Van Vleck Hall	480 Lincoln Dr
12:54 PM	Birge Hall	430 Lincoln Dr
12:57 PM	South Hall	1055 Bascom Mall
12:59 PM	Law School	975 Bascom Mall
1:05 PM	North Hall	1050 Bascom Mall
1:09 PM	Education Bldg.	1000 Bascom Mall
1:13 PM	Science Hall	550 N. Park St
1:18 PM	University Communications	711 State St
1:20 PM	Extension Bldg.	432 N. Lake St
1:24 PM	University Club	432 East Campus Mall
1:27 PM	Chasen (Elvehjem) Art Center	800 University Ave
1:34 PM	Grainger Hall	975 University Ave
1:38 PM	Teacher Education	225 N. Mills St
1:41 PM	Educational Sciences	1025 W. Johnson St

East (Afternoon - cont'd)

1:46 PM	Vilas Hall	821 University Ave
1:49 PM	Humanities Bldg.	455 N. Park St
1:52 PM	H.C. White Hall (Library)	600 N. Park St
1:55 PM	Red Gym	716 Langdon St
1:58 PM	Pyle Center	702 Langdon St
2:01 PM	Alumni Association Center	650 N. Lake St
2:04 PM	Memorial Library	728 State St
2:06 PM	Admissions / McBurney Center	702 W. Johnson St
2:09 PM	333 East Campus Mall	333 East Campus Mall
2:14 PM	Rest Break	
2:44 PM	Psychology Bldg.	1202 W. Johnson St
2:46 PM	Service Bldg. / Physical Plant	1217 University Ave
2:48 PM	Discovery Bldg. (WID)	330 N. Orchard St
2:51 PM	Atmospheric Oceanic & Space Science (AOSS)	1225 W. Dayton St
2:53 PM	Car Fleet Office	27 N. Charter St
2:55 PM	U.W. (Landmark) Credit Union	1101 Spring St
2:58 PM	U.W. Systems Administration	780 Regent St
3:00 PM	Safety Bldg.	30 East Campus Mall
3:02 PM	21 N. Park St.	21 N. Park St
3:07 PM	Mailroom	45 North Charter St

West (Morning)

8:05 AM	Medical Science Center (MSC)	1300 University Ave
8:08 AM	Biochemical Sciences	420/440 Henry Mall
8:10 AM	Biochemistry Addition Bldg.	433 Babcock Dr
8:13 AM	Microbial Sciences Bldg.	1550 Linden Dr
8:15 AM	Soils Bldg. / King Hall	1525 Observatory Dr
8:18 AM	Hiram Smith Hall / Ag. Journalism	1545 Observatory Dr
8:21 AM	Slichter Hall (Dorms / Housing)	625 Babcock Dr
8:23 AM	Humphrey Hall / Ag. Dean's Residence	640 Babcock Dr
8:25 AM	Agricultural Engineering	460 Henry Mall
8:27 AM	Bock Labs	1525 Linden Dr
8:29 AM	Horticulture / Moore Hall	1575 Linden Dr
8:32 AM	Genetics	445 Henry Mall
8:34 AM	Taylor Hall	427 Lorch St
8:36 AM	McArdle Bldg.	1400 University Ave
8:38 AM	Nutritional Science	1415 Linden Dr
8:44 AM	Agriculture Hall	1450 Linden Dr
8:47 AM	Van Hise Hall	1220 Linden Dr
8:53 AM	Engineering Research Bldg. (ERB) Mechanical Eng. - 1513 Eng Dr Eng. Centers Bldg. - 1550 Eng Dr	1500 Engineering Dr
8:59 AM	Engineering Hall	1415 Engineering Dr
9:03 AM	Camp Randall Sports Center	1430 Monroe St
9:05 AM	Camp Randall Stadium / Kellner Hall	1440 Monroe St
9:08 AM	U.W. Credit Union	1435 Monroe St
9:10 AM	Air Force ROTC	1433 Monroe St
9:12 AM	Police & Security Facility	1429 Monroe St
9:16 AM	Computer Sciences	1210 W. Dayton St
9:30 AM	deliver 1st half of route to Mail Room / Rest Break	
10:00 AM	Wi. Energy Institute	1552 University Ave
10:02 AM	Naval ROTC	1610 University Ave
10:04 AM	Enzyme Institute	1710 University Ave

West (Morning - Cont'd)

10:06 AM	U.W. Foundation	1848 University Ave
10:11 AM	Wi. Academy Of Arts & Sciences	1922 University Ave
10:14 AM	Walnut St. Heating Plant	505 Walnut St
10:16 AM	Cereals Crops Research	502 Walnut St
10:17 AM	Forest Products Lab	1 Gifford Pinchot Dr
10:19 AM	(Signe Skott) Cooper Hall	701 Highland Ave
10:23 AM	W.A.R.F.	610 Walnut St
10:25 AM	Walnut St. Greenhouse - MONDAY ONLY	525 Walnut St
10:26 AM	Biotron	2115 Observatory Dr
10:27 AM	Veterinary Diagnostics Lab	445 Easterday Lane
10:29 AM	Veterinary Medicine School	2015 Linden Dr
WEST AM - MAIL ROUTE (page 2)		
10:32 AM	Army ROTC	1910 Linden Dr
10:35 AM	Dairy Forage Research Center	1925 Linden Dr
10:39 AM	Meat & Muscle Biology	1805 Linden Dr
10:41 AM	Livestock Lab	1810 Linden Dr
10:44 AM	Babcock Hall	1605 Linden Dr
10:47 AM	Animal Sciences Bldg.	1675 Observatory Dr
10:49 AM	Animal Health & Bio. Sciences (AHABS)	1656 Linden Dr
10:51 AM	Russell Labs	1630 Linden Dr
10:53 AM	Steenbock Library	550 Babcock Dr
11:00 AM	Goodnight Hall	1975 Willow Dr
11:03 AM	Gym / Natatorium	2000 Observatory Dr
11:08 AM	Rennebohm Hall - Pharmacy	777 Highland Ave
11:11 AM	Nielsen Tennis Stadium	1000 Highland Ave
11:13 AM	Waismen Center	1500 Highland Ave
11:15 AM	WIMR - HSLC	1111 Highland Ave
11:17 AM	Clinical Science Center (CSC)	600 Highland Ave
11:20 AM	M.F.C.B	1685 Highland Ave
11:30 AM	Mail Room	45 North Charter St

West (Afternoon)

WEST PM - MAIL ROUTE

12:39 PM	Observatory Hill Office (LaFollette Institute)	1225 Observatory Dr	
12:40 PM	Observatory (Washburn)	1401 Observatory Dr	
12:42 PM	Soils Bldg. / King Hall	1525 Observatory Dr	
12:44 PM	Ag. Bulletin Bldg.	1535 Observatory Dr	
12:46 PM	Hiram Smith Hall / Ag. Journalism	1545 Observatory Dr	
12:51 PM	Microbial Sciences Bldg.	1550 Linden Dr	
12:54 PM	Slichter Hall (Dorms / Housing)	625 Babcock Dr	
12:56 PM	Humphrey Hall / Ag. Dean's Residence	640 Babcock Dr	
12:57 PM	Animal Sciences Bldg.	1675 Observatory Dr	
12:59 PM	Russell Labs	1630 Linden Dr	
1:02 PM	Steenbock Library	550 Babcock Dr	
1:04 PM	Agricultural Engineering	460 Henry Mall	
1:06 PM	Horticulture / Moore Hall	1575 Linden Dr	
1:12 PM	State Lab Of Hygiene	465 Henry Mall	
1:17 PM	Taylor Hall	427 Lorch St	
1:20 PM	BioTech Center	425 Henry Mall	
1:21 PM	Nancy Nicholas Hall (Human Ecology)	1300 Linden Dr	
1:22 PM	Nutritional Science	1415 Linden Dr	
1:25 PM	Agriculture Hall	1450 Linden Dr	
1:31PM	Bradley Memorial Bldg.	1225 Linden Dr	
1:32 PM	Middleton Hall (Library)	1305 Linden Dr	
1:30 PM	Van Hise Hall	1220 Linden Dr	

West (Afternoon - Cont'd)

1:37 PM	Medical Science Center (MSC)	1300 University Ave
1:38 PM	Biochemical Sciences	420/440 Henry Mall
1:40 PM	Biochemistry Addition Bldg.	433 Babcock Dr
1:45 PM	Babcock Hall	1605 Linden Dr
1:47 PM	(Signe Skott) Cooper Hall	701 Highland Ave
1:48 PM	W.A.R.F.	610 Walnut St
1:50 PM	Pharmacy / Rennebohm Hall	777 Highland Ave
1:55 PM	WIMR - HSLC	1111 Highland Ave
1:57 PM	Clinical Science Center (CSC)	600 Highland Ave
2:00 PM	M.F.C.B	1685 Highland Ave
	Rest Break	
2:28 PM	Wi. Energy Institute	1552 University Ave
2:35 PM	Enzyme Institute	1710 University Ave
2:38 PM	University Press	1930 Monroe St
2:42 PM	Engineering Research Bldg. (ERB) Mechanical Eng. - 513 Eng Dr Material Sci. & Eng. - 1509 Eng Dr Eng. Centers Bldg. - 1550 Eng Dr	1500 Engineering Dr
2:45 PM	Engineering Hall	1415 Engineering Dr
2:50 PM	Computer Aided Engineering	1410 Engineering Dr
3:05 PM	Wendt Library	215 N. Randall St
3:10 PM	Union South	1308 W. Dayton St
3:15 PM	Computer Sciences	1210 W. Dayton St
3:20 PM	Mailroom	45 N. Charter St

Mail to Other State Agencies In Madison

- Deposit in Campus Mail
 - 44 Addresses within Madison
 - Sorted at DOA facility (Thornton Ave.)
- DOA collects and delivers to UW Mailroom

DOA Delivery to State Agencies

3099 E. Washington Ave.
121 E. Wilson St.
2565 E. Johnson St.
101 E. Wilson St.
131 W. Wilson St.
1 S. Pinckney St.
2400 Wright St.
3911 Fish Hatchery Rd.
4802 Sheboygan Ave.
17 S. Fairchild St.
201 W. Washington Ave.
411 E. Wilson St.
17 W. Main St.
315 Henry St.
30 W Mifflin St.
18 S. Thornton Ave.
22 E. Mifflin St.
110 E. Main St.
30 N. Carol St.
345 W. Washington Ave.
2421 Darwin Rd.
2400 Wright St.

3502 Kinsman Ave.
44 E. Mifflin St.
2601 Agriculture Dr.
2811 Agriculture Dr.
1350 Femrite Dr.
2135 Rimrock Rd.
3319 W. Beltline Rd.
2005 W. Beltline Rd.
1 E. Main St.
1 W. Wilson St.
125 S. Webster St.
816 State St.
706 Williamson St.
1400 E. Washington Ave.
2001 Bartillon Dr.
2109 S. Stoughton Rd.
801 W. Badger Rd.
201 E. Washington Ave.
630 W. Mifflin St.
3400 Miller St.
722 Williamson St.
2917 International Ln.

Addressing:

Proper addressing Avoids Delays

- Campus Mail Sorts to **Building Name**
- Include
 - Building Name
 - Street Address (if bldg. name is not common)
 - Department Name
 - Room Number
 - Addressee's Name

Addressing:

Proper addressing Avoids Delays

- Use clear unambiguous building names
 - Avoid building abbreviations
- If Applicable - Update bulk mailing lists
- Unrecognizable addresses causes delays
- Notify Campus Mail Service If Dept. Moves

Other Notes

- Place outgoing mail w/ most recent address face up (speeds sorting)
- Campus Mail – Req. 3 or more pieces to same address be banded
- U.S. Mail - Do not put with Inter-D mail unless readdressed. If not readdressed - Return to Sender.

Other Notes

- No Personal items – “Official Business” for UW & WI only
- No Fragile Items-
 - Use Truck Service (2-1574)
- No “MDS/Stores Returns” (MDS 245-2900)
- No UPS, Fedex, RPS, DHL packages

Other Notes

■ Inter-D Envelopes

- Excess

 - Band and send to Campus Mailroom (45 N. Charter)

- Needed

 - Request empty from Campus Mailroom 2-4254

■ Surplus Rubberbands ?

- Place in Inter-D envelopes

- Send to Campus Mail Room

Preferred Envelope Style

Example

**WISCONSIN
INTER-DEPARTMENTAL MAIL
CROSS OUT PREVIOUS ADDRESS
USE BLACK INK**

Dept (Abbrev.)	Bldg Name or Street Address	Name	Sub Unit	Floor or Room #
English	Helen C. White 600 N. Park St.	John Doe	English Dept.	Room #7187

Alternative Envelope

Example

STATE OF WISCONSIN INTER-DEPARTMENTAL MAIL

DO NOT SEAL OR STAPLE

Envelope will be delivered to last address

Name and Department		Room Number and Building or Address
John Doe	English	7187 Helen C. White, 600 N. Park St

Least Preferred Envelope

Example

INTERDEPARTMENTAL DELIVERY

Cross out previous address. Utilize all spaces

Name.....John Doe
7187 Helen C. White
600 N. Park St. Rm 8187
Dept.....English

Name.....

Dept

Name.....

Dept

Name.....

Dept

Name.....

Dept

Name.....

Dept

Robert Gession Steenbock

Kim Babcock Limnology Library 680 N. Park Street

Barb Knutson Memorial Library, CTS, 3rd Floor Memorial

Kim Babcock Limnology Library 680 N. Park Street

~~Pam F.~~ ~~Trout Lake~~ Library

~~Carol~~

Mary Dodd 212 South Hall

FD & M

Attn: Steve Dohm

205 Service Bldg.

Mike Grimmenga WSHP

~~Campus~~

~~Walker Dealey Law School~~

Office of Human Resource Development
~~189 Bascom Hall~~
~~500 Lincoln Drive~~
...

48 3800

TERI TOBIAS
HISTORY DEPARTMENT
3211 HUMANITIES
455 N PARK ST

0469

Christine Fojtik Box 4090

USE OTHER SIDE WHEN THIS SIDE IS FULL

Rec Center 105 University Ave

Room 160

Dr. Catherine Reinitz

Ave

236 Noland Hall / 250 N. Mills St

To: Crystal
From: CAP

→ Thank you!

~ Crystal

Kathy A. Schlinggen

SOH Lab Supervisor

Use Other

DELIVER TO	DEPARTMENT
IRISH Dept	(I think:)

Questions?

Ross Berge

ross.berge@wisc.edu

or

UW Mailroom

262-4254

uwcampusmail_fpm@wisc.edu

Spring Facility Managers' Meeting

Tuesday April 26, 2016

8:30 a.m. – 10:30 a.m.

8:30 a.m.	Welcome - Phys. Plant I.D. Badges - Phys. Plant Name changes - SONARR Update - Work Order APR Update - Key Watcher Update - Contact Info for Facility Managers	Rob Lamppa
9:15 a.m.	Campus Mail	Kris Ackerbauer
9:25 a.m.	Safety	Paul Umbeck
9:40 a.m.	Transportation Updates	Rob Kennedy
9:55 a.m.	Campus Master Plan	Gary Brown
10:30 a.m.	Questions & Answers	Rob Lamppa