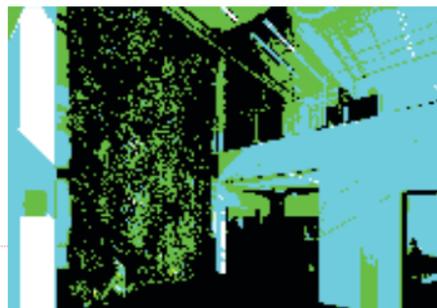


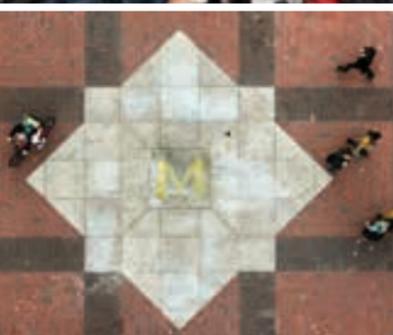
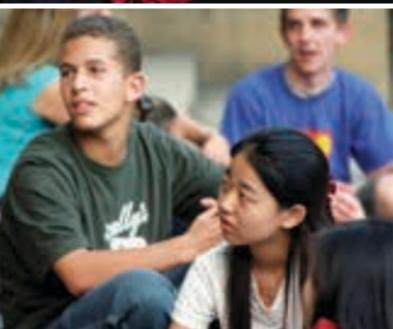


WELCOME TO

# WEISER HALL



WELCOME GUIDE 2017



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# WELCOME TO WEISER HALL

Weiser Hall, formerly the Dennison Building, is opening in 2017 following extensive renovations and a revisioning of the space to suit the needs of the units it houses and the academic workplace of today. Key elements of the design include access to natural light, shared spaces, and welcoming areas for students. Spaces for informal study, interaction, and collaboration are featured.

This Welcome Guide provides an overview of Weiser Hall, with information about special building features, integrated technology, and resources that will be helpful as occupants settle in.

**WEINBERG INSTITUTE  
FOR COGNITIVE  
SCIENCE**

615.3275

[cogsciprogram@umich.edu](mailto:cogsciprogram@umich.edu)

**FLOOR  
9**

**ENGLISH LANGUAGE  
INSTITUTE (ELI)**

764.2413

[eli-information@umich.edu](mailto:eli-information@umich.edu)

**BARGER LEADERSHIP  
INSTITUTE (BLI)**

764.8200

[bargerleadershipinstitute@umich.edu](mailto:bargerleadershipinstitute@umich.edu)

**FLOOR  
8**

**INTERDISCIPLINARY  
PROGRAM IN  
ORGANIZATIONAL  
STUDIES**

764.6767

[org.studies@umich.edu](mailto:org.studies@umich.edu)

**FLOOR  
7**

**CENTER FOR THE  
STUDY OF BLACK  
YOUTH IN CONTEXT  
(CSBYC)**

615.3385

[csbyc-info@umich.edu](mailto:csbyc-info@umich.edu)

**CENTER FOR THE STUDY  
OF COMPLEX SYSTEMS  
(CSCS)**

763.3301

[cscs@umich.edu](mailto:cscs@umich.edu)



[weiser-events@umich.edu](mailto:weiser-events@umich.edu)

To schedule LSA-owned spaces in Weiser Hall, including inquiries about 10th floor.

MICHIGAN INSTITUTE  
FOR DATA SCIENCE  
(MIDAS)

615.8945

[midas-contact@umich.edu](mailto:midas-contact@umich.edu)

FLOOR  
6

MICHIGAN CENTER  
FOR APPLIED AND  
INTERDISCIPLINARY  
MATHEMATICS (MCAIM)

[math-mcaim@umich.edu](mailto:math-mcaim@umich.edu)

INTERNATIONAL  
INSTITUTE

FLOOR  
5,4,3

INTERNATIONAL  
INSTITUTE

763.9200

[iimichigan@umich.edu](mailto:iimichigan@umich.edu)

FLOOR  
2

CENTER FOR GLOBAL  
AND INTERCULTURAL  
STUDY (CGIS)

764.4311

[cgis@umich.edu](mailto:cgis@umich.edu)

COMMUNITY-ENGAGED  
ACADEMIC LEARNING  
(CEAL)

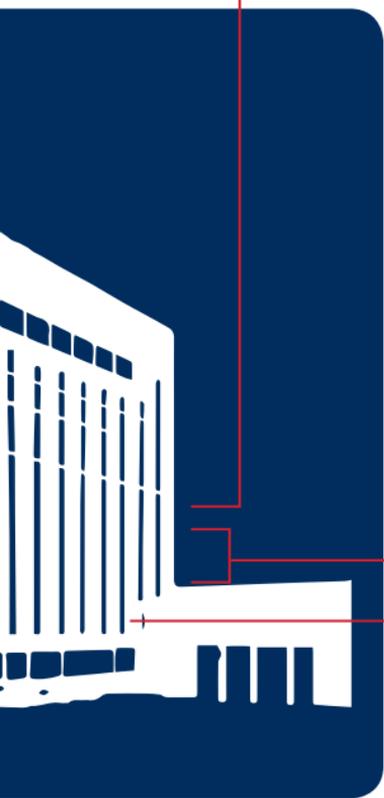
615.1624

[ceal-info@umich.edu](mailto:ceal-info@umich.edu)

OPTIMIZE

[weiser-facilities@umich.edu](mailto:weiser-facilities@umich.edu)

For building information,  
facilities or maintenance service,  
or general questions.



## First Floor

The first floor of Weiser Hall will be a welcoming space for students, faculty, staff, and the community. A variety of seating options are available for independent or group work or socializing. Key features include an outpost that is available for Newnan Advising Center advisors and University librarians to schedule drop-in hours for students, and a grand staircase that is ideal for gathering and includes a projection wall.



## Rooms 110/120

Large rooms on the first floor of Weiser Hall have been designed to suit both classroom and event needs. Rooms 110 and 120 feature a movable wall that allows for them to be set up as one large room or two smaller spaces.



## Team Based Learning Classrooms

When 110/120 are used for courses, they are set up as team based learning classrooms, which are designed to allow for a mix of lecture and small group work/discussion. In this configuration, there is not a true front of the room, and multiple digital displays are available on portable monitors or mounted on walls, with these devices controlled by both the instructor and students. The room layout supports a curriculum that is designed around student-centered participatory and engaged pedagogies, which rely heavily on team based and small group applied-learning activities for the majority of classroom work.



## Tenth Floor

Weiser Hall provides stunning views of the University of Michigan campus and Ann Arbor from the glass-walled 10th floor. Amenities include a small catering kitchen, gallery, and ample lounge seating.

### *Executive Boardroom*

The 10th floor boardroom features an executive conference table and seating for up to 16. It is equipped with resident video-conferencing technology, and includes two flat-panel displays.



## *Featured Event Space*

The 10th floor event space is a large and flexible area that can be set up in a variety of configurations to accommodate a standing reception, seated dinner, or large lecture. In addition to audio/visual presentation technology, the room has a movable stage and podium.





## Room Scheduling

Weiser Hall features a variety of spaces that can be reserved for individual, small group, and large group or event use. Contact the event coordinator at [weiser-events@umich.edu](mailto:weiser-events@umich.edu) for details about these spaces as well as reservation requests. Weiser Hall rooms are scheduled using Google Calendar. Information and training resources for Google Calendar can be found at [google.umich.edu/google-calendar](http://google.umich.edu/google-calendar).



## Crestron Room Scheduling Devices

Crestron room schedulers are mounted on the wall outside each schedulable room in Weiser Hall, allowing anyone to see at a glance if a room is available or in use. A swipe of the finger across the color touch screen reveals the room's entire schedule. Upcoming meetings and open time slots are clearly displayed on-screen and from a distance with green (available) or red (unavailable) lights. Each Crestron device will be linked with the corresponding Google room calendar and will update as reservations are made.



## Course Scheduling

### *First Floor*

Classrooms on the first floor (110/120) are scheduled by the Registrar. If your department offers a team based learning course that would be suitable for this space, you may request that it be held in Weiser Hall 110/120. Event scheduling for this space is limited to blocks of time that have been set by the Provost. For more information, contact [weiser-events@umich.edu](mailto:weiser-events@umich.edu).

### *Other Weiser Hall rooms*

Courses can be scheduled in seminar rooms that are on floors 3, 4, 5, 7, and 8 by units occupying those floors. This should be done through the Registrar, following the usual course scheduling timeline.





## Community Commons

Light-filled gathering spaces, or Community Commons, are located in the southwest corner of Weiser Hall. These are accessible on floors 2, 4, 6, and 8, with glassed-in balconies on floors 3, 5, 7, and 9. The Community Commons feature kitchens with two full-sized refrigerators, microwaves, sinks, and food preparation areas, as well as a variety of table and lounge seating options ideal for gathering with colleagues for lunch.

## Green Wall

The self-sustaining green wall holds living plants and an irrigation system. This vertical garden provides a natural air filter and contributes to an overall cleaner, healthier environment. Green walls in Weiser Hall are located in the two-story Community Commons.



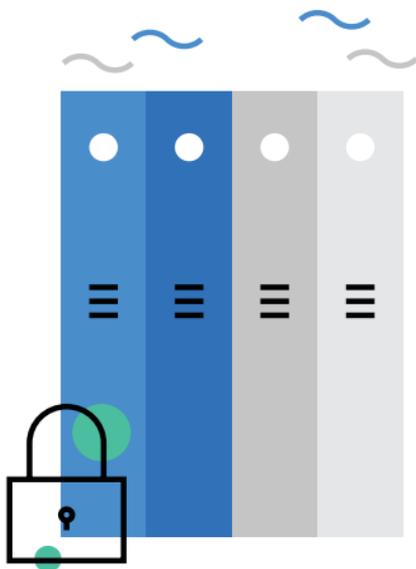
## Open Office Layout

Design principles for Weiser Hall focus on open floorplans to facilitate interaction and collaboration. The space and furniture are flexible to allow reconfiguration in line with ongoing organizational growth and change. Along with a variety of collaborative, concentrative, and social spaces, a key feature is democratic access to natural light throughout the office floors.

## Securing Valuables

Shared and private offices can be locked with keys that are provided to the occupant(s). Open workstations have lockable storage drawers and cabinets. Keys for workstations will be provided upon move-in, and one copy will be held by LSA Facilities as a back-up.

There are also lockers available throughout Weiser Hall. These lockers are operated using a keypad and can be borrowed for temporary storage by building occupants or visitors.



## Sit-to-stand Desks

Desks in Weiser Hall feature height-adjustable or sit-to-stand tables, allowing users to adjust their workspaces at the touch of a button. This flexibility gives people options for how they want to work, with health and safety in mind.



## Chilled Beam Cooling System

Climate control in Weiser Hall will be maintained using chilled beam technology. The active chilled beam pushes ventilation air across a cooling coil in the ceiling and provides an energy-efficient way to cool the occupied space.

**! Windows should not be opened unless cooling system is inoperable to prevent condensation on the beams.**



## Energy-saving Thermostats

Thermostats are tied to occupancy sensors in enclosed spaces. The room may feel warmer or cooler upon first entry, but temperatures will be stabilized quickly when someone enters the room.

## Featured Spaces



### *Wellness Room*

The Wellness Room is a private, reservable room on the 6th floor that can be used for personal medical needs. The space is designed for lactating mothers, those needing to inject insulin, or others with similar needs. The room includes seating and a small refrigerator.

### *Reflection Room*

The Reflection Room is a reservable space for students and other members of the University community to meditate, pray, and otherwise spend time in quiet reflection. It is located on the 6th floor and open during building hours.



### *Staff Lounge*

A spacious Staff Lounge is located on the 6th floor near the Community Commons. A variety of seating is provided in this space, which is not open to the public, but designed for building staff to use during personal breaks.

## Building Technology

### Voice over Internet Protocol (VoIP) Telephones

VoIP phones rely on internet technology for transmitting calls rather than an analog public switched telephone network. Features of VoIP phones are similar to traditional phones. The phone plugs into a wall jack, and the computer plugs into the phone for data. The phone number is tied to the VoIP phone instrument.



- ! If a phone is moved, ITS needs to be informed so that DPSS and local emergency services know the phone's location in case of an emergency.

For ordering information or to register a phone location change: [its.umich.edu/communication/telephone/voip](https://its.umich.edu/communication/telephone/voip).

### Digital Display Signs

A number of digital screens are installed throughout Weiser Hall. The first floor screens—located at the west entrance, in the elevator lobby, and near the grand staircase—will display building-wide and university information. Screens on floors 2-9 are located in the elevator lobby; content for these screens is created and maintained by floor occupants.

- ! Images for digital signs should be created in a vertical orientation with a 9:16 aspect ratio (e.g., 1080 x 1920 pixels); the higher the resolution, the better.

## *BlueJeans*

Weiser Hall has several rooms that are equipped with video-conferencing technology that can be used leveraging BlueJeans, a cloud-based conferencing service that enables users to:

- Host virtual guest speakers
- Broadcast campus events
- Teach classes with students in remote locations
- Partner with international research collaborators
- Host meetings across campus
- Advise off-campus students
- Record and store meetings (for up to 90 days)
- Reduce travel time and costs

Detailed information about using and accessing BlueJeans can be found at [its.umich.edu/communication/videoconferencing/blue-jeans](https://its.umich.edu/communication/videoconferencing/blue-jeans).

## *Technology Support*

LSA IT Service Desk: [lsait@umich.edu](mailto:lsait@umich.edu) or 936.3279

LSA Instructional Support Services: [iss-help@umich.edu](mailto:iss-help@umich.edu) or 615.0100



## Building Hours *(as of Fall 2017)*

### Monday-Friday

Exterior doors are open 7:00am-6:00pm. Anyone with a valid MCard may enter the building from 6:00-10:00pm. Building access is limited from 10:00pm-7:00am to those with departmental authorization (generally this includes non-temporary staff and faculty).

Department suites open at 8:00am, with suite doors closing and restricted access from stairwells and elevators beginning at 5:00pm. The 7th floor is an exception, with standard hours of 8:30am-5:00pm.

### Weekends and Holidays

Only people with department authorization will be able to gain entrance through exterior doors and onto the individual floors/suites on weekends and holidays.

### Exceptions

Building access and access to floors outside of regular building hours are permitted using an MCard. Permissions and exceptions are maintained in the CCure system. Exceptions to the schedule (e.g., for an evening meeting or event) can be made by the departmental CCure administrator. Other access control adjustments can be made by contacting [weiser-events@umich.edu](mailto:weiser-events@umich.edu).

**It is important for staff to carry their MCards in order to gain access to the floor and suite outside of the 8:00am-5:00pm schedule.**



## Mail

The Weiser Hall mailroom is located on the first floor. This room can be locked and secured. U-M Mail Services will deliver mail to this location daily, and building occupants will be responsible for visiting the mailroom to retrieve their own mail.



**The building address is below. Suite numbers correspond with floors (i.e., the 2nd floor is Suite 200)**

**Weiser Hall**  
**500 Church Street, Suite \_\_\_\_\_**  
**Ann Arbor, MI 48109-1042**

Any concerns about mail delivery or issues should be directed to Mail Services at 764.9227 or [mailservices@umich.edu](mailto:mailservices@umich.edu).

## *Wolverine Tower Expedited Courier Service*

The Wolverine Tower Expedited Courier Service provides direct one-way deliveries to the Wolverine Tower mailroom from 16 campus locations twice a day. The nearest locations to Weiser Hall are located in the **Shapiro Library** (3rd floor admin area), **School of Social Work** (loading dock), and **Dental School** (loading dock). A full list can be found on the Print Copy Mail website at [mbiz.bf.umich.edu](http://mbiz.bf.umich.edu).

# Cleaning Schedule

## Daily Cleaning Tasks

**Public areas including entrances, classrooms, kitchens:** empty trash/recycling, remove litter, straighten furniture, clean entrance mats, clean whiteboards, spot clean floors, spot clean door/entrance glass

**Restrooms:** empty trash/recycling, remove litter, disinfect fixtures and floors, replenish supplies, spot clean surfaces, sweep/mop floors

## Weekly Cleaning Tasks

**Public areas including entrances, classrooms, kitchens:** disinfect doorknobs, spot clean surfaces, dust all surfaces and vents, detail vacuum/mop

**Offices:** empty trash/recycling, remove litter, disinfect doorknobs, spot clean door/entrance glass, spot clean surfaces, vacuum or wipe furniture, dust all surfaces and vents, sweep/mop floors

## Weekly Cleaning Schedule

DAY / FLOOR	B	1	2	3	4	5	6	7	8	9	10
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday	PROJECTS AND DAILY TASKS										

Contact [weiser-facilities@umich.edu](mailto:weiser-facilities@umich.edu) with questions or if facilities or maintenance service is needed outside of the regular tasks and schedule.



WEISER HALL  
500 Church Street  
Ann Arbor, MI 48109-1042  
[sites.lsa.umich.edu/weiserhall](https://sites.lsa.umich.edu/weiserhall)

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Mark J. Bernstein, Ann Arbor

Shauna Ryder Diggs, Grosse Pointe

Denise Ilitch, Bingham Farms

Andrea Fischer Newman, Ann Arbor

Andrew C. Richner, Grosse Pointe Park

Ron Weiser, Ann Arbor

Katherine E. White, Ann Arbor

Mark S. Schlissel, *ex officio*

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