Virginia Tech Research Center — Arlington
Building Policies & Guidelines
June 2015

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Welcome to Arlington!

The Virginia Tech Research Center — Arlington opened in May 2011 near the original center of Ballston, a historic neighborhood of Arlington County, now known as the Science and Technology hub of the county.

Ballston has several nationally known organizations and major employers within blocks of the Metro station, including The National Science Foundation (NSF), CenturyLink, Defense Advanced Research Projects Agency (DARPA), Office of Naval Research (ONR), and The Nature Conservancy.

Along with Virginia Square, Clarendon, Court House, and Rosslyn, Ballston is located on the Wilson-Clarendon corridor, which was named one of 10 "Great Streets" in the U.S. by the American Planning Association in 2008. Arlington has also been recognized internationally as a municipal leader in smart growth policies. Most of the major nodes of business, education, and entertainment are clustered at Metro stops. In 2010 and 2014 Arlington was recognized as one of the world’s seven most intelligent communities by the International Community Forum.

A few blocks from the Metro is the Ballston Common Mall, a four-level shopping center, complete with a 12-screen movie theatre and topped by an ice skating rink, home to the Washington Capitals. Restaurants within walking distance are abundant, offering varied fare from Lebanese to Thai. The combination of residences, restaurants, shopping, entertainment, and the Metro station keep the neighborhood lively in the evening.

Building Name & Usage

The official name for the building is the “Virginia Tech Research Center — Arlington”. The acronym “VTRC-A” can be used within documents following first use of the full name.

Access & Security

Security Guard
A security guard with Allied Barton Security Services is stationed in the lobby 24 hours a day, seven days a week. The guard makes periodic rounds through the building and has video monitors of building exits.

Building and Office Access
All Virginia Tech employees and partners with assigned space in the building are issued a photo ID badge from Hokie Passport Services. This ID badge provides electronic access to the building and university offices on floors 2-5. New employees are issued a temporary key fob that they can use until they receive their ID badge.
There is a bicycle storage area on the first parking level (P1). Cyclists may be granted access upon request to the National Capital Region Operations (NCRO). The building management company, Thalhimer, manages access to this space.

NCRO Facilities issues keys to employees for their assigned offices, workstations, and labs. Keys to desks and storage units in offices and workstations will also be provided as needed. Lost keys and badges can be replaced for a fee.

**Visitors and Reception**
The second floor reception desk is always staffed Monday – Friday, from 9 a.m. to 5 p.m., with expanded coverage for Executive Briefing Center events. From the ground floor entrance, visitors to Virginia Tech should be directed to the second floor reception desk. Upon guest arrival, the receptionist will contact the department’s designated escort. Visitors may also park in the garage for a fee and take the elevator to the second floor. The parking fees are listed in the Parking & Commuting section.

**Animals**
Service animals are allowed in the building; pets are not allowed at any time.

**Directory**
The NCRO directory of persons in the building can be found on the National Capital Region's intranet site, [http://www.ncr.vt.edu/intranet](http://www.ncr.vt.edu/intranet).

**VT Alerts**
This facility participates in the VT Alerts emergency notification system, enabling subscribers to receive alerts via an automated phone call, SMS text message, or email. Visit [www.alerts.vt.edu](http://www.alerts.vt.edu) to subscribe using your Virginia Tech Personal Identifier (VT PID) and be sure to select the National Capital Region location.

**Arlington Alerts**
Arlington County offers a free alert system to residents, commuters, and visitors. To register for this service, visit [www.arlingtonalert.com](http://www.arlingtonalert.com).

**Parking & Commuting**

**Parking Garage**
The three-level underground parking garage is accessible via 9th St., with the entrance on the west side of the building.

Parking garage hours are:
- Monday – Friday 7 a.m. - 12 a.m.
- Saturday 10 a.m. - 12 a.m.
- Sunday and Holidays 10 a.m. - 12 a.m.
Personal safety alarm buttons are located throughout each floor of the garage for personal safety. When activated, the security monitoring company Kastle Systems is alerted.

The garage exit door will open through a sensor mechanism to ensure that vehicles can exit after public parking hours have ended.

Parking Fees

*Current Monthly Parking Rates*

$110 per month

Employees who pay for monthly parking can access the garage 24/7 with their electronic key.

**Daily Rates**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 2 hours</td>
<td>$1</td>
</tr>
<tr>
<td>3 hours</td>
<td>$6</td>
</tr>
<tr>
<td>All day</td>
<td>$10</td>
</tr>
</tbody>
</table>

**After 5p.m. and weekends**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 2 hours</td>
<td>$1</td>
</tr>
<tr>
<td>Maximum</td>
<td>$5</td>
</tr>
</tbody>
</table>

Cash and major credit cards are accepted for short-term parking at the self-serve machine on P1 or at the gate.

All rates and fees are subject to change and are controlled by LAZ Parking. If you have any questions about parking fees or monthly parking, please contact LAZ Parking at 202-667-3030 or visit their office in P1.

**Bike Parking**

All bicycles must enter and leave the building through the ramp to the parking garage at the back of the building. Bicycles are not allowed through the front lobby entrance. There is a bicycle cage on the P1 level, which is accessed using the building badge/fob. A request to NCRO Facilities, vtrc-arlington-facilities@listserv.vt.edu, must be made to grant this access.

**Lockers and Showers**

Lockers and showers are available to building employees on the P1 level. Specially authorized badges/fobs are required to obtain entrance. NCRO Facilities can provide access, via the contact information provided above. Please do not put locks on the lockers unless you register the combination prior to use.

**Electric Car Charging Station**

A charging station for electric vehicles is available on the second floor of the garage (P2).
Commonwealth Commuter Choice / SmarTrip
All full-time Virginia Tech employees are encouraged to take advantage of the Commonwealth Commuter Choice / SmarTrip benefit if you utilize public transportation or vanpool in your commute. Up to $130 per month is available. For more information, visit http://www.nvc.vt.edu/resources/commuterchoice.html.

Mail

USPS (Postal) Mail Delivery Process
Mail is delivered to the mailroom on the second floor. NCRO sorts mail by department and unit each morning by noon.

Incoming Mail Address
No suites or floors should be included in your mailing addresses (nor on your business cards) as all mail will come to second floor to be sorted. The building’s mail code for Campus Mail is 0379. For example:

Joe Hokie
GII, Virginia Tech (MC 0379)
900 N. Glebe Road
Arlington, VA 22203

Outgoing Mail Location
Outgoing mail should be stamped and left in the appropriate receptacle in the second floor mailroom for pickup. If you have a large or bulk postal mailing, please deposit your outgoing mail in the building mailroom on the ground floor.

Campus Mail
A campus mail pouch is set out every Monday. The pouch is typically picked up on Fridays by 3 p.m. Please place any campus mail in inter-department envelopes. Assorted envelopes are available in the mailroom.

FedEx & UPS Deliveries
All packages are delivered to the receptionist on the second floor. Recipients will be notified of any deliveries, which can be picked up from the mailroom.

Loading Dock Deliveries
Loading dock deliveries should be coordinated with the building engineer by calling 703-248-0727.
Common Spaces

IdeaPaint Walls
Throughout the building you will find “IdeaPaint walls” in conference rooms and offices. They can be identified by the existence of trays that hold the appropriate “dry-erase” markers. You may write on those walls only with the dry-erase markers that are available in the trays. Please use the walls with care and be mindful of the language and graphic sensitivity of others. Erase the wall when finished or write a note to SAVE it. **WRITE ONLY ON THE WALLS THAT HAVE TRAYS AND MARKERS.** The only exception to this is in meeting rooms 3-174 and 3-176. If you are unsure if a wall is an IdeaPaint wall, please contact NCRO Facilities, vtrc-arlington-facilities@listserv.vt.edu.

Kitchenettes
Each floor has informal seating/meeting areas, most with IdeaPaint walls, and a small coffee bar/kitchenette with refrigerator, sink, and coffee/tea maker. On the third floor, there is a larger dining area with several tables, refrigerator, microwaves, dishwasher, vending machines, and an icemaker. It is each individual’s personal responsibility to maintain the cleanliness of these areas, including washing dishes and removing old items from the refrigerator.

Eating is discouraged in offices. Everyone is encouraged to use the kitchen lunch areas.

Trash and Recycling
The building is an “open” design and we wish to keep it looking clean. Each office and lab is furnished with a trash receptacle, and there are built-in trash and recycling bins in every kitchenette, the mailroom, third-floor eating area, and built-in credenzas in meeting spaces on the second floor. Receptacles in public spaces are marked either as “trash” or as recycling by the familiar green recycling logo: 🌱 Recycling is the single stream variety, so recycling can be comingled. Please refer to the recycling reference cards located at all public receptacles to decide whether a trash item can be recycled. In general, anything contaminated by food must be thrown into trash.

Office waste receptacles should be used for trash, not recycling. Please gather waste paper and other recyclable items for disposal in a convenient recycling bin.

Lobby & Lounge Areas
Visitors to the VTRC-A are received to wait for escorts on the second floor where there is ample seating. On floors 3 to 5, all informal seating and meeting spaces are common areas and may be used at the discretion of each unit for other small gatherings as appropriate.
Lactation Room
A private lactation room is provided for building employees and guests in room 3-219 on the third floor. There is a refrigerator in this room. Employees that need to use this space should contact NCRO Facilities, vtrc-arlington-facilities@listserv.vt.edu.

Stairs
Two stairwells provide emergency exit from the building. Access to the stairwells is open on all floors, but reentry from the stairwells to Virginia Tech floors is only possible using a fob, building badge, or through the doors to the first floor. A gate between the first and second floors prevents access from the garage or lobby levels to the upper floors without a fob or badge.

Branding and Display Areas
Programs have an area to display names, office numbers, and photos immediately as you enter the research space on each floor, just west of the elevator lobby. The display boards are across from the kitchenette/coffee areas on floors 3-5. Contact NCRO Facilities at vtrc-arlington-facilities@listserv.vt.edu for approval. Additionally, the interior walls in most hallways have both cloth-paneled walls (for push-pins or hook-and-loop hangers) and flat painted walls to hang professional displays that highlight programs. Nails are generally discouraged.

The Executive Briefing Center (EBC)

Rooms
The conference rooms in the second-floor Executive Briefing Center (EBC) are managed by Virginia Tech’s Continuing and Professional Education. The space is available for rent by Virginia Tech departments and external organizations. Rooms must be reserved in advance. Following is a chart of room sizes:

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Sq. Feet</th>
<th>Room Set Up</th>
<th>Special Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballston Room</td>
<td>50</td>
<td>1,800</td>
<td>Tiered Classroom</td>
<td>Theater-Style Seating</td>
</tr>
<tr>
<td>Foggy Bottom</td>
<td>20</td>
<td>1,080</td>
<td>Tiered Classroom</td>
<td>High-Resolution Wall Projected 3-D Imaging</td>
</tr>
<tr>
<td>East/West Falls Church</td>
<td>90</td>
<td>1,200</td>
<td>Various</td>
<td>Dividable into 2 Rooms</td>
</tr>
<tr>
<td>Farragut West/ Vienna</td>
<td>12</td>
<td>300</td>
<td>Single Table</td>
<td></td>
</tr>
<tr>
<td>Smithsonian/ McPherson Square</td>
<td>8</td>
<td>210</td>
<td>Single Table</td>
<td></td>
</tr>
<tr>
<td>Clarendon</td>
<td>6</td>
<td>160</td>
<td>Single Table</td>
<td></td>
</tr>
<tr>
<td>Lounge/Reception</td>
<td></td>
<td></td>
<td>Various</td>
<td></td>
</tr>
</tbody>
</table>
Use by Virginia Tech Programs
These second floor conference rooms are available for use by Virginia Tech programs at a reduced rate. There is also special funding available to faculty if: a) the meeting hosted by the program is not externally funded and participants are not paying to attend and b) booking takes place within 30 days of the event for East/West Falls Church conference room and 60 days for all other rooms. Additional details about this policy are available online at www.ncr.vt.edu/ebc or from the EBC Manager:

Larissa LaCour
llacour@vt.edu
(571) 858-3044

Meeting Space on Floors 3-5

Policy
There are numerous conference rooms spread across the research floors (floors 3-5) of the center. These rooms are considered Virginia Tech common space and are available for use by any program regardless of location. To request a conference room, email a request to vtrc-arlington-facilities@listserv.vt.edu. Requesters will receive an email notification once the reservation has been confirmed.

The conference floors and their capacities are listed below. All rooms have high-definition displays with HDMI and VGA inputs. Rooms are also capable of playing Blu-ray / DVDs and include a conference phone. A Crestron touch panel provides full audio-visual system controls.

Room Capacities (* indicates HD video teleconferencing)

<table>
<thead>
<tr>
<th>Floor</th>
<th>Room Number</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor 3</td>
<td>3-176</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3-174</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>3-024*</td>
<td>18</td>
</tr>
<tr>
<td>Floor 4</td>
<td>4-196</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>4-171</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4-169</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4-024*</td>
<td>12</td>
</tr>
<tr>
<td>Floor 5</td>
<td>5-196</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>5-171</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>5-169</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>5-024*</td>
<td>12</td>
</tr>
</tbody>
</table>

In addition to the enclosed conference rooms, a number of informal meeting areas that can accommodate four to six people are located on each floor.
Office Décor

Individual Office Walls
Dry boards, photos, and other items may be affixed to the walls with damage-free hang strips. We recommend that you contact the facilities listserv vtrc-arlington-facilities@listserv.vt.edu to request assistance for proper installation of any heavy items. There is a NO NAIL policy for hanging or mounting materials.

Additional Furniture
Each office has been furnished with a desk, storage unit, and bookshelf. Employees may bring additional furniture as necessary at the discretion of their institute or unit. To maintain a standard appearance, new pieces of furniture should be consistent with the Knoll or USM furniture currently installed in the offices. The NCRO has contact information for furniture outlets.

Libraries / Research

All of the services of the University Library are available for research use. While many services are located online at www.lib.vt.edu, the nearest branch library location is the Resource Center at the Northern Virginia Center: www.lib.vt.edu/nvc/

Guidelines for Allocation of Space within Programs

Individual units are ultimately responsible for allocation of offices, labs, workstations, and other rooms within their assigned space.

Some rooms have been unassigned, or intended for uses other than office space (e.g. break rooms, storage closets, meeting rooms). These may not be converted to office space without consulting the NCRO.

Guidelines for Space Usage

Any Virginia Tech faculty or staff member can reserve a meeting room at the VTRC-A, on floors 3-5 provided space is available and an existing tenant sponsors them. The VTRC-A does not handle catering, office assistance, or escorting guests to appropriate rooms.

If the person requesting space has a department or college represented in the VTRC-A, all arrangements should be made through the department.

If the person making the request does not have a department or college represented in the VTRC-A, all arrangements should be made through a department located in the VTRC-A.
Outside groups are referred to the EBC Manager, Larissa LaCour.

Teaching at VTRC-A
The VTRC-A is designated a research location of the university. Research locations are not designed or intended for the delivery of graduate courses. They can only offer graduate courses in alternative formats. These formats include online courses, executive type courses offered on weekends, and courses delivered to a specifically identified cohort of individuals. Online courses can be conducted by faculty members in accordance with their access to technology regardless of location. Courses delivered via executive or weekend format and selected cohort format can be delivered offsite under the following conditions:

- Courses offered on weekends only, or
- Cohort of individuals employed at the same location, or
- Need for a secure environment for participants

Information Technology (IT) Services

Service Desk and Contact Information
For Information Technology and Audio Visual assistance, please contact the NCR IT Help Desk at:

voice: 571-858-3050 (within the building, 8-3050)
email: computerhelp@vt.edu

The Help Desk will be staffed during university business hours, 8 a.m. to 5 p.m., Monday – Friday.

Data and Wireless
IPv4 and IPv6 Internet connectivity is available in all offices, labs, conference and workrooms, and at all workstations. Ethernet data ports are connected with one-gigabit (1 Gb) service. VoIP telephones, part of the university’s Unified Communication systems, are also available for these locations. The phones also provide a 1 Gb data port for computer connectivity. Monthly fees will be assessed each quarter for data ports and telephones, used to support IT operations within the building.

Wireless service is also available throughout Virginia Tech's spaces in the building. To activate or change the data ports activated in your assigned spaces, or for questions about using the building’s WiFi, please contact IT staff via the computerhelp@vt.edu email address or by phone at 8-3050. If you need assistance with Internet connectivity, or need additional data ports, also contact IT staff.
Server Room Access
VTRC-A includes a dedicated server room where researchers may locate servers, storage, and other computational technology. The server room is supported by a dedicated chiller, battery backup system, and building generator.

Contact the IT staff through computerhelp@vt.edu or 8-3050 to request use of the datacenter for your equipment. Physical access to the server room is generally available through the IT staff during university business hours from 8 a.m. to 5 p.m., Monday – Friday.

Copiers and Printers
The building has a copier located on each of the floors 2 to 5. These can be set up with an account for programmatic printing, copying and scanning. It is encouraged that all programs have such accounts. Prices for copies and prints are currently three cents per printed side for black and white and 15 cents per printed side for color.

If a program requires such service, please contact vtrc-arlington-facilities@listserv.vt.edu. Please provide organization and fund numbers where related charges can be incurred. It normally takes two business days to establish an account.

Printer drivers for these machines can be found on the National Capital Region’s intranet site, http://www.ncr.vt.edu/intranet.

In-Building Communication

Intranet
This document and other facility information can be found on National Capital Region’s intranet site, http://www.ncr.vt.edu/intranet.

Listserv
A general email listserv for the building has been created: vtrc-arlington@listserv.vt.edu. If you would like to be added to the listserv, please contact computerhelp@vt.edu.

To report any building-related issue or problem, as well as to request conference room reservations, use vtrc-arlington-facilities@listserv.vt.edu.

Other regional listservs include:

vt-nrc@listserv.vt.edu: Virginia Tech faculty and staff
vt-nrc-faculty@listserv.vt.edu: Virginia Tech faculty
vt-nrc-staff@listserv.vt.edu: Virginia Tech staff
Delay/Closing Announcements

In the case of inclement weather or other event that may cause a delayed opening or closing of the building, information will be posted on the National Capital Region website: www.ncr.vt.edu. Please refer to this site for the most up-to-date information. Any changes in the operational status of the building will also be communicated via email.

The EBC operates independently as it relates to inclement weather closures and notifications are made directly from the EBC to its staff and clients.

Emergency Contact Information

In an emergency, DIAL 911 IMMEDIATELY.

For non-emergency situations:
Police and Fire (non-emergency)
703-558-2222

Front Desk Security Guard
703-248-0727

Robert Brown, Building Emergency Coordinator
571-858-3009 – work
703-945-8154 – cell

Kathrine Kirstein, Assistant Building Emergency Coordinator
571-858-3300 – work