Welcome Packet

NCRC
Pathology Relocation and Renovation Project
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRC Maps</td>
<td>3</td>
</tr>
<tr>
<td>NCRC Facts &amp; Quick Info</td>
<td>5</td>
</tr>
<tr>
<td>Entrances and Parking</td>
<td>6</td>
</tr>
<tr>
<td>NCRC Floor Plans</td>
<td>8</td>
</tr>
<tr>
<td>Conference Room Map</td>
<td>9</td>
</tr>
<tr>
<td>Fire and Emergency Services</td>
<td>10</td>
</tr>
<tr>
<td>Amenities</td>
<td>12</td>
</tr>
<tr>
<td>Address &amp; Phone Numbers</td>
<td>13</td>
</tr>
<tr>
<td>Department Phone Directory</td>
<td>16</td>
</tr>
<tr>
<td>FAQ</td>
<td>18</td>
</tr>
</tbody>
</table>
NCRC Map
• Building 23 is not visible on this map, however it is underground just east of building 60
**PRR Philosophy**

The completion of the NCRC portion of the PRR project is the culmination of years of effort from Pathology faculty and staff as well as the architects, engineers and lean professionals that supported the process. The PRR project was founded on guiding principles established by the PRR Project Committee to create space in order to transform the patient experience and produce better outcomes. The teams utilized lean facility design tools to create more efficient, effective and flexible laboratory spaces and encourage collaborative work across disciplines. Offices and work spaces are equally innovative, because they are designed to encourage teamwork and cooperation across disciplines at a time when digital technologies play an increasingly important role in how we provide patient care.

**Pathology at NCRC**

- The Pathology department at NCRC will be housed on the ground floor of buildings 30 and 35 and on the first floor of buildings 23, 30, 32, 35, 36 and 60.

**Address**

Department of Pathology and Clinical Laboratories  
2800 Plymouth Rd, Building 35  
Ann Arbor, MI 48109 - 2008

- Under the line “Department of...” you can add a line for your specific area

**WiFi**

- Visitors and Patients: MGuest - UMHS (no log in needed)
- Central Campus Faculty/Staff: MWireless-UMHS (Level 1 password)
- UMMS and UMHS Faculty/Staff: UMHS-8021X (Level 2 password)

**Badged Entrances and Security**

- ID is required to enter the building and travel in
- Visitor Entrances: Building 18 lobby and building 32 lobby
  - Visitor must go to one of these entrances and you must then meet them there
Parking Options

- The following map shows the lots within walking distance of the Pathology buildings at NCRC. A more complete map with all parking options on campus can be found at: [http://www.pts.umich.edu/maps/](http://www.pts.umich.edu/maps/)

- Visitor parking consists of metered spots

- Parking permits can be obtained online at [https://permits.pts.umich.edu](https://permits.pts.umich.edu) or in person at the Parking Customer Services office (Central Campus: 523 S. Division Street, M-F 7:30-4:30 or University Hospital: UH South Room F2117, M-F 7:30-3:45)
Parking and Transportation

Bus Service

- Bus Schedule: [https://ltp.umich.edu/transit/routes.php](https://ltp.umich.edu/transit/routes.php)
- Information about each of the following routes can be found on the transportation website.

**North-East Shuttle (Weekdays):** The North-East Shuttle connects the Medical Campus to the VA Hospital, North Campus Research Complex, and East Campus destinations including the Green Rd Park-and-Ride, Plymouth Rd Park-and-Ride, East Medical Campus, and Dominos Farms. This route has multiple stops around NCRC and they are shown with the bus symbol on the map.

**Commuter (North/South) (Weekdays):** The Commuter North begins at Crisler Center and ends at Glazier Way, connecting South Campus with North Campus via Central Campus, the Hill area, and the Medical Campus (Commuter South is opposite direction)

**Bio Research Shuttle (Weekdays):** The Bio-Research Shuttle is an on-demand service intended for the transportation of passengers with bio-research materials only. Service is provided by a University of Michigan van.

**Ann Arbor Area Transportation Authority (AAATA):** The AAATA is free to all UM students, faculty and staff. There are many different routes to choose from, see www.theride.org for more details.

**Park and Ride Lots:** There are 8 Park and Ride lots that are serviced by AAATA bus routes. See the AAATA website for more details.

Bike Racks

- Bikes are not permitted inside university buildings, racks are provided shown on the following map, each red or yellow circle shows the number of bike spots at that location; yellow dots denote covered bike racks.
NCRC Map
Fire and Emergency

Environmental, Health & Safety (EHS) Guidelines

The NCRC adheres to the health and safety standards set forth by the EHS Guidelines. See the enclosed handout for complete details. You can also visit the U-M EHS website for additional information (http://ehs.umich.edu).

NCRC Environmental, Health & Safety (EHS) Representative

- EHS—Senior EHS Representative: 734-763-3958
- EHS—Lab Safety: 734-647-5931
- ncrc.oseh.contact@umich.edu (all inquiries)


http://ncrc.umich.edu/life-ncrc/health-safety

Division of Public, Safety & Security (DPSS)

- Emergencies (Police, Fire, Medical)
  
  In case of an emergency, call with a desk phone if possible because the location can be automatically traced.

  From a desk phone: 9-7-911 (otherwise 911)

- Chem/Bio Spill
  
  Dial 9-7-911 or 734-763-1131 for DPSS
  DPSS will re-rout you to EHS or EHS on-call

- NCRC Security Dispatch (Available 24/7)
  9-7-734-764-9000

  Campus Phone - 4900

  Services Provided:
  - Personal escort to and from your vehicle
  - Jump start dead car batteries
  - Car unlocks
  - Various reports, such as criminal incidents, noncriminal incidents, and misconduct
  - Well-being checks
  - Community outreach for active shooter, suspicious activity, crime prevention and workplace violence

- NCRC Site Officer (DPSS Hospital Security)
  ncrcsecurity@umich.edu

- U-M Police Department (Non-Emergency)
  734-763-1131

  http://police.umich.edu
Fire and Emergency

Emergency Evacuation Plans

- Emergency Evacuation plans are posted near exits in each area (shown below) In case of an emergency, follow the guidelines posted.
Services

- **Autoclave Locations (self service):**
  - Building 20W, 1st floor, Room 134W-B (Interior dimensions: 20” x 20” x 38”)
  - Building 60, 1st floor, Room 103 (Interior dimensions: 24” x 36” x 36”)
  - Building 26, 3rd floor, Room 307W

- **Biomed/Clinical Engineering:** Contact the Dispatch Center (936-5056)

- **Custodial & Facilities Service Center (FSC):**
  During business hours email pathologyfacilities@umich.edu
  After hours call 9-7-734-647-2059

- **Glass Cleaning:** To request glass wash & autoclave services please fill out the NCRC Glass Wash and Sterilization Request Form and attach to bins.

- **Lab Coats & Laundry/Linen:** email pathologyfacilities@umich.edu

- **Mail Service: UM Campus, USPS Mail and Packages**
  There will be a drop off and pick up locations at N-LNC, which is located in building 35. Everything will be sorted into bins for each area and a representative from your lab will need to come to N-LNC to retrieve the mail.

- **Maintenance:** email pathologyfacilities@umich.edu

- **MHealthy:** Information can be obtained from the MHealthy website.

- **Property Disposition:** email pathologyfacilities@umich.edu

- **Recycling:** email pathologyfacilities@umich.edu

- **Research Services:**
  Website: [NCRC Glass Wash and Sterilization Request Form](http://ncrc.umich.edu/life-ncrc/services/research-services)

- **Waste Pick Up:** Call Research Services (734-763-0773)

- **Waste Spills:** Call Research Services (734-763-0773)
Amenities

Dining

**Picasso at NCRC**, Building 18

Hours of Operation for Building 18: 7:30 am - 2:30 pm

- Breakfast Hours: 7:30 - 10:30
- Lunch Hours: 10:45 - 2:30

Other Dining Options:

- Sandwich Cart, Building 30
- Picasso Grab Lab, Building 520

Information about dining hours as well as menus can be found on the [NCRC Website](#).

Wellness Center

The Wellness Center is a resource to promote greater health and wellness for all UMHS employees and U-M NCRC faculty & staff. This is accomplished by offering fitness and strength training machines, MHealthy Classes and multiple Wellness Programs. Lockers and showers with towel service are also available.

For more information on:

- **Location & Hours of Operation**,  
- **NCRC Wellness Center Membership**,  
- **Eligible Wellness Center Members**,  
- **Lockers**,  

Please visit the [NCRC Wellness Site](#).

To request a locker outside of the shower rooms, email NCRCLabServices@umich.edu.
Amenities

PRR Spaces

Auditoriums:

There are two auditoriums in the NCRC available for use. The first is located in the Pathology space in Building 35 with capacity for 74 chairs and 4 wheelchairs (BSF certified and can hold classes). The second auditorium is located in Building 10 and has 154 seats and can hold 24 in extra side seating.

Community Spaces: A full list of community spaces in the NCRC can be found at the following page:


Reserving Meeting/Conference Rooms

Pathology Conference Rooms:

- There are 17 conference rooms in the Pathology space and they will all be scheduled through Outlook. Each conference room will have a point of contact and all the information regarding capacity, capabilities, POC and names can be found on the Pathology website.

NCRC Public Conference Rooms:

- The public conference rooms can be seen on the map on the next page. In order to schedule an NCRC conference room that is not in the Pathology space, SchedulON must be used. Directions on how to do this can be found at:

http://ncrc.umich.edu/sites/default/files/downloads/section/Conference%20Rooms.pdf

PRR Lockers:

Pathology locker rooms will have designated lockers by lab and lockers will be assigned by Rebecca Roberts.
Amenities

Nearby:

- Banks (all off of Plymouth Rd within a mile of NCRC):
  - Bank of America, TCF Bank, Comerica, University of Michigan Credit Union, KeyBank, PNC Bank, Fifth Third Bank, Chase, Flagstar, & Hantz

- Restaurants:
  - Plymouth and Murfin (NE corner):
    - Panera Bread, Seoul Street, Qdoba, Great Plains Burgers
  - Plymouth and Murfin (NW corner):
    - Cardamom, No Thai, Mekette Bistro and Bar, Lucky Kitchen, Jet’s Pizza, Saica, Subway, Wendy’s
  - Plymouth and Murfin (SW corner):
    - Nagomi Sushi, Wings Over Ann Arbor, Marco’s Pizza, MD Bagel Fragel
  - Traver Village Shopping Center
    - Jimmy Johns, McDonalds, Zoup, Domino’s Pizza, Curry On, Evergreen Restaurant, The Songbird Café, Rappourt Brew and Chew, Starbucks, Espresso Royale

- Kroger (In Traver Village Shopping Center)

- Day care:
  - University of Michigan North Campus Children’s Center: 2800 Plymouth Rd, Ann Arbor, MI 48109
  - Gretchen’s House Child Care Center: 2625 Traver Blvd, Ann Arbor, MI 48105
  - Childtime of Ann Arbor: 4220 Plymouth Rd, Ann Arbor, MI 48106
  - Mother’s Day Care: 3066 Deer Creek Ct, Ann Arbor, MI 48105
  - The Ann Arbor Daycare: 2290 Canyon Ct, Ann Arbor, MI 48105
Addresses and Phone Numbers

U-M phone extensions are the last 5 digits of the U-M phone number. To call an outside (non U-M) line, you must dial 9-7 and then the phone number.

**Department of Public Safety & Security (DPSS)**
- Emergencies (Police, Fire, Medical)
  Dial 911
- U-M Police Department
  734-763-1131
  http://police.umich.edu/
- NCRC Security Dispatch
  734-764-9000

**Information Technology, Phone and Audio/Visual Services**
- Health Information Technology & Services (HITS)
  NCRC Building 18
  734-936-8000
  misshelp@umich.edu

**NCRC Site Services**
- Mail and Dock 90/520 Services
  734-763-0773
- Lab Services
  Biological Waste Pick-Up, Glass Wash, Autoclave
  734-763-0773
  NCRCLabServices@umich.edu

**NLobby Hours and Phone, Monday- Friday**
- Building 16
  7am-6pm—734-763-1812
- Building 18
  7am-6pm—734-763-5604
- Building 32
  8am-6pm—734-647-5964
- Building 520
  7am-6pm—734-764-9012

**MCommunity Directory**
https://mcommunity.umich.edu

**Mcard Office**
734-764-9004
NCRCAccess@umich.edu (for inquiries)
NCRC Requests (for details and form)

**MLibrary@NCRC**
Building 18, G218D: mlibrary-ncrc@umich.edu

**North Campus Children’s Center**
734-936-8485
Department Phone Directory

Clinical Laboratories

Blood Bank
Labs (24/7) — 936-6888
HPC Lab (8-5 M-F) — 936-6867
Reference Lab (7:30-4 M-F) — 936-6870
Apheresis (7:30-3:30 M-F) — 936-6900

Chemistry
Main Lab (24/7) — 936-6702
Immunology (7:30-4 M-F) — 936-6749
Toxicology (Drug Analysis) — 936-6758

Cytogenetics — 763-5805

Hematology
Main Lab (24/7) — 936-6866
Bone Marrow — 936-6821
Coagulation (24/7) — 936-6798
Flow Cytometry — 736-9420

Histocompatibility — 647-2774
(HLA/Tissue Typing) (8-4:30 M-F)

Informatics — 936-6740

Microbiology
Main Lab — 936-6877
Antimicrobial Susceptibilities — 936-6831

Molecular Diagnostics (8-4:30 M-F) — 936-0565
Molecular — 936-6877

Phlebotomy
Inpatient Phlebotomy — 936-6729
Inpatient Chief Tech Pager — pager 8079

Outpatient
CVC 3rd Floor — 232-5111
Cancer Center — 647-8934
Taubman 2nd Floor — 936-6760
Taubman 3rd Floor — 936-6781

Satellite — 647-5685
(Off Site) Clinic Blood Draw

Specimen Processing — 936-6777
Sends out tests — 936-6777

Anatomic Pathology Laboratories

Anatomic Pathology Member — 647-9125

Autopsy & Forensic Services — 936-6700
(7:30-4:30 M-F)
Death Certificates (8-4 M-F) — 936-6700

Cytology
General Inquiries (8-5 M-F) — 936-6796
FNA Schedule (8-4 M-F) — 936-6799

Surgical Pathology
Histology (8-7:30 M-F) — 936-6818
Biopsy Information — 936-6818

Specimen Requirements — 936-6818
Slide Release — 936-6800 or 936-6799

Immunohistochemistry (8:30-4:30 M-F) — 763-4529
Electron Microscopy (8-4:30 M-F) — 763-6684

Other Pathology Related Calls — 232-1066

General Information

CareLink — 936-2222
CareWeb — 936-8000
Pneumatic Tubes — 936-6728
Supplies-Lateral Services — 936-6077

Other Non-Pathology Labs

Assisted Reproductive (Technology) — 763-5384
Michigan Medical Genetics (Laboratory) — 615-2429
Pulmonary Function (Adult) — 936-5246 or 936-5249
Pulmonary Function (Pediatric) — 936-9515
Trauma Burn Lab — 936-9673
FAQ

Who do I call when I forgot my key?

Normal Business Hours:
- Email pathologyfacilities@umich.edu

After Hours:
- Security Dispatch: 734-764-9000

Who do I call if I have any security issues?
- Security Dispatch: 734-764-9000

Who do I call if there is a chem/bio spill?
- Call DPSS (734-763-1131) or 911 and they will both re-route you to EHS or EHS on-call

What if I need custodial service help after hours?
- Call Facilities Cleaning Service: 734-647-2059

Who do I call if I have an issue about Laundry?
- Call Regina Ferguson 734-763-4913

Who do I call if I have issues/questions about stericycle?
- Call Research Services: 734-763-0773

What do I do if I need help with an instrument/equipment repair?
- There will be on-site clinical engineer staff: 734-936-5056