The Columbian College of Arts and Sciences and the School of Engineering and Applied Sciences would like to welcome you to your new research, teaching, and professional spaces in the Science and Engineering Hall! As you begin using your space, you will continue to see contractors in and around the building. These contractors will be in the building working to ensure that punch list work, equipment deliveries, and furniture deliveries continue through the month of December and January. You may also notice that the contractors in and around the building may be wearing Personal Protective Equipment (PPE), such as reflective vests, hard hats, and safety glasses. It is the policy of these contractors that they always wear this equipment for identification purposes and should not be construed that the building is unsafe. Thank you for your patience as we finish up your new spaces. Welcome to the Science and Engineering Hall!

General Reminders:

- As you are unpacking, if you have questions or concerns related to the move (i.e. missing crate, broken items, etc.), please click here to notify the move team.

- Requests for keys/GWorld access for the building and individual suites should be coordinated with your department’s administrator.

- If you received furniture items from GW Reuse and you have questions about the items you received or if you would like to request additional items, please email reuse@gwu.edu. Please note that requests will be held until the move period is complete.

- To schedule conference rooms or other shared meeting spaces in SEH, please contact your department’s administrator.

- If you have questions about lab safety, chemical storage, or disposal of excess chemicals, please email safety@gwu.edu.

Mail deliveries will resume at SEH on Monday, January 5, 2014. If you are working in the building before January 5, please contact your departmental administrator to retrieve mail. Starting on January 5, mail drop/pick up will occur in the department suites on floors 2 to 6 – with the following exceptions:

- Chemistry personnel will pick up mail from the 4th floor department suite.

- Physics will pick up mail from the 4th floor department suite.

- EMSE and SEAS Staff on LL1, LL2, and 2 will pick up mail from 2nd floor department suite.

Colonial Connect

Welcome to SEH! The Division of IT has introduced a new state-of-the-art communication system, Colonial Connect. You will find a card next to your new phone that explains the features in detail. You currently have access to the Colonial Connect desktop phone capabilities including video calls, call waiting, ad-hoc conferencing, phone directory, transfer capabilities, call history, voicemail, extension mobility and the ability to place calls on hold. In addition, the Colonial Connect desktop phone will send received voicemails to your e-mail address. You can then listen to your voicemail directly from your e-mail inbox. For any questions regarding your new Colonial Connect desktop phone, please contact the Division of IT at 202-994-4948. Walk-up support is available at Tech Commons located in the Lower Level of Gelman Library.

Working In Your New Lab

The SEH project team has worked diligently over the past 5 years to incorporate all of the requirements conveyed during the programming phase of this project. We believe that the project reflects the information that we were provided during that programming phase. If you believe that something was missed or if there has been a change in your equipment or needs that requires a physical change to your laboratory we would like to know that information as soon as possible. In order to track and respond appropriately to each request, GW Planning, Development and Construction has requested that all questions be submitted to this Google share site.
SEH has a number of sustainable features! For more information or to schedule a Green Tour of SEH, please contact The Office of Sustainability at sustaingw@gwu.edu.

Interested in "going green" at work? The Green Office Network provides the opportunity for staff members at GW to learn ways to promote sustainability in the workplace and communicate with each other on best practices. The new Green Office Certification program gives offices the chance to be recognized on campus for the green practices they use. To learn more about getting involved with the Green Office Network and becoming certified as a Green Office, visit the Office of Sustainability website or email sustaingw@gwu.edu.

GW is now Single Stream!

All Materials Listed Below can be placed in your desk-side recycling bin and recycling containers located throughout the building:

- Soda, Water and Juice cans and bottles
- Clean plastic food containers
- Plastic drink cups
- Office paper, newspaper and cardboard
- Junk mail and flyers

All materials listed below should be placed in your desk-side trash bin and trash containers located throughout the building:

- Styrofoam cups and containers
- Waxy paper cups
- Plastic bags and plastic wrap
- Fast food wrappers and condiment packaging
  - Plastic utensils
- Candy/snack wrappers
- Soiled napkins/paper towels
- Soiled pizza boxes

To Learn More about GW’s Zero Waste Program, please visit: sustainability.gwu.edu/waste-recycling