



**UNIVERSITY OF
CALGARY**

MacKimmie Tower Occupant Handbook

March 2024, v.3



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Welcome to MacKimmie Tower

Informed by the University of Calgary's *Eyes High* strategic direction, the design of the MacKimmie Complex is an ambitious call to innovate, create and reach for excellence.



MacKimmie Tower is part of the larger MacKimmie Complex that when completed in 2022 will provide an enhanced pedagogical environment and strengthened sense of place serving our community in the heart of the University of Calgary's main campus.

MacKimmie Tower

MacKimmie Tower is a welcoming and transparent central hub for the main campus.

Originally built in 1968, the MacKimmie Tower has been fully redeveloped and includes two new floors, reconfigured spaces and the addition of an innovative double skin of glass, enclosing approximately 23,000 square metres of highly sustainable, energy efficient space.

The redeveloped MacKimmie Tower is one of the most energy efficient buildings on a Canadian post-secondary campus and supports the University of Calgary's [Institutional Sustainability Strategy](#). This building strives to be net carbon neutral for annual operations by achieving certification with the Canada Green Building Council's new [Zero Carbon Building Standard](#), directly supporting the university's goal to become a zero carbon campus by 2050, as well as one of the most energy efficient campuses in Canada.

To achieve this, the building needs to rely less on energy intensive systems, and more on passive systems such as solar access, natural ventilation and cooling. While the tower uses the university's central cogeneration system for primary heating and cooling; it also allows new systems to be focused on supplementary ventilation.

The building's systems are designed to reduce the demand on thermal energy and overall energy use, and optimize indoor air quality, natural daylighting, thermal comfort, and provide an overall healthy environment.

What is a net carbon neutral building?

To be carbon neutral, a building must be highly energy efficient and either produce onsite or procure carbon-free renewable energy in an amount sufficient enough to offset the annual carbon emissions associated with operations.

What's different about working in MacKimmie Tower?

You are occupying one of the most energy efficient buildings on a Canadian post-secondary campus. With your help, MacKimmie Tower's overall design will use approximately 80 to 87.5 per cent less energy than similar buildings.

Here's a few things you need to know:

- Natural open spaces around the building offer an environment for occupants to explore and connect with their surroundings.
- The building's double-skin façade acts as an insulating blanket and along, with the heating and cooling systems, will provide controllable comfort for you.
- The operating temperature range for the building is slightly greater than conventional buildings which maintain the temperature between 2-3 degrees of a set point. To ensure you are comfortable given the greater temperature range, you may want to consider wearing layers, opening a window, or turning on your personal USB desk fan to get air moving around you.
- Dedicated fan systems deliver fresh air when and where it is needed to energize staff working in the tower.
- During the summer months, both the inner and outer windows open at night to cool the exposed concrete, which in turn helps to cool the building's spaces. This night-time air flushing of the tower is an energy-saving initiative and conditions the building for your use the next business day.
- The building is designed to conserve water and reduce electrical power use to the greatest extent possible.
- Construction will continue to take place around MacKimmie Tower, including in Swann Mall and the link and block. Please be aware of construction activity until it is completed in 2022.



Note: this is an example only. The actual USB desk fan may not be exactly as shown.

See the 'Working in MacKimmie Tower' section on page 15 for more information on things you will want to keep in mind when working in the tower.

MacKimmie Tower Quick Facts

Building	<p>Approximately 23,000 square metres of highly sustainable, energy efficient space on 15 floors plus basement.</p> <p>The double-skin glass façade acts as an insulating blanket for the complex. Coupled with the heating and cooling systems, the goal is to provide controllable comfort for occupants.</p> <p>A significant portion of the building's carbon footprint is associated with the manufacturing of building materials. Reusing the original tower structure resulted in 3,300 tonnes of avoided CO₂ emissions associated with demolition and reconstruction.</p>
Coffee stations/ kitchens	<p>There are two coffee stations/kitchens per floor each stocked with energy efficient appliances including two microwaves, one refrigerator, one dishwasher and four-stream recycling bins. If additional appliances are required, such as a coffee maker, they need to be ENERGY STAR™ rated. However, to ensure energy efficiency, it's recommended to not add other appliances.</p>
Copy rooms/printers	<p>There are two copy rooms per floor, each with a printer, a bin for recycling and a secure Shred-it bin for disposing of confidential information. Copy rooms are equipped with ventilation systems to remove air pollutants.</p> <p>Printers are centrally located on each floor mitigating the need for individual printers and helping to reduce both energy consumption and air pollutants to maintain good air quality.</p>
Electricity conservation	<p>The building is designed to reduce electrical power use to the greatest extent possible.</p> <p>Electrical outlets and power bars are equipped with both plugs that automatically turn off during off-peak hours or when users are not present and plugs that offer continuous power for critical functions.</p>
Elevators	<p>Elevators use a destination dispatch system, which groups passengers heading to the same destination into the same elevators to reduce wait times. You simply input the floor you want to visit using a keypad or touch screen, and the display will direct you to the fastest and most efficient elevator car for you to use.</p> <p>There is one loading / service elevator in the building.</p>

Mail and Courier Services (with the exception of the Registrar's Office)	<p>Most of MacKimmie Tower will operate with a super mailbox system for postage mail and inter-campus mail services. Courier items that are processed at the Physical Plant will be delivered to a designated area on each floor. Refer to Shipping, Receiving and Courier Services for details.</p> <p>Note: the super mailbox procedure does not apply to the Registrar's Office. Details to be confirmed.</p> <p>On-campus pickup</p> <p>Fill out an on-campus pickup form located on my.ucalgary.ca under the tab marked 'My Work', then 'SCM Service Request Form'.</p> <p>Contact scmhelp@ucalgary.ca or 403-220-5611 for more information.</p>
Meeting Room Booking Guidelines	<p>The meeting rooms located on the 7th floor are centrally booked through AdAstra and managed by the Office of the Provost. Refer to the meeting space booking guide on page 18 and the How to Guide in Appendix A.</p> <p>Submit a 7th floor meeting room booking request: https://ca2app01.aaiscloud.com/UCalgary/</p> <p>Meeting rooms on each floor are managed by the faculty/unit located on that floor.</p>
Nighttime air flushing	<p>During the summer months, both the inner and outer windows open at night sequentially floor by floor to cool the exposed concrete, which in turn helps to cool the building. This night-time air flushing of the tower is an energy saving initiative and conditions the building with natural air for your use the next business day.</p>
Parking	<p>ucalgary.ca/parking/</p>
Solar power	<p>An array of solar panels is located on the tower's rooftop, producing more than 780 MWh of carbon-free electricity each year.</p>
Swann Mall	<p>The south side of Swann Mall will be planted and accessible by August 2019. The north side of Swann Mall will remain closed during the link and block construction until 2022.</p> <p>Sustainable plant species will be incorporated throughout the landscape to minimize irrigation, fertilization and maintenance requirements. With time, this environment will help to promote biodiversity within a more natural, local habitat.</p>

Total tower occupancy	Just over 1,000 people.
Washrooms	Dedicated male, female washrooms as well as one universal washroom per floor.
Water conservation	The building is designed to conserve water to the greatest extent possible. Rainwater falling on the roof will be collected for reuse in a below-ground cistern, potentially saving more than 1.8 million litres of potable water each year. Each occupant is encouraged to do your part to conserve water and reduce consumption, where possible.
Waste and recycling	<p>Workstations and offices have a small black garbage bucket and a blue recycle bin in their space.</p> <p>UCalgary has an aspirational goal of becoming a zero-waste community. By 2020, we are committed to diverting 80 per cent of our waste from landfill. Currently, we divert approximately 20 waste streams from the landfill, including food waste and other compostables, plastic/paper products, refundable beverage containers, batteries, furniture, tires, fluorescent light bulbs, and much more. <u>All waste has its place</u>. We will need your active participation to reach our 2020 goal.</p>

Key building contacts

Address	2500 University Dr. NW, Calgary, Alberta, T2N 1N4 Courier/freight package address labels must include: Addressee's first and last name Department Building and room number University of Calgary, 2500 University Drive N.W., Calgary, Alberta, T2N 1N4
Building comfort maintenance requests	Support will be available during the first week in MacKimmie Tower to help you adjust to the new building. Your move coordinator will directly assist staff and seek help, if needed, through Archibus (afm.ucalgary.ca). Questions about blinds, vents and temperature control should be directed to your move coordinator. If any questions remain unresolved, please submit a service request through Archibus (afm.ucalgary.ca) who will direct it to the appropriate contact.
Caretaking	Customer Care Centre: 403-220-7555
7th floor meeting room booking	Submit a meeting room booking request: https://ca2app01.aaiscloud.com/UCalgary/ Meeting rooms on each floor are managed by the faculty/unit located on that floor.
Non-building related issues or concerns	For questions or concerns about your workstation, or items not related to building operations, submit a service request through Archibus (afm.ucalgary.ca)
Safewalk	403-220-5333 (24 hours a day/seven days a week/365 days a year)
UCSafety app	The UCSafety app delivers alerts and updates that can save lives and prevent injury. The app is one part of the university's emergency management plan and a big part of creating a safe and healthy living and learning environment for everyone on campus. In addition to transmitting critical information when it's needed and providing a variety of UCalgary resources

at your fingertips, the UCSafety app also offers unique functions to help keep staff, students and faculty safe on campus.

- You can connect to emergency contacts such as Campus Security, 911 emergency, and 988 Suicide Crisis helpline at the touch of a button.
- When working alone on main campus, Foothills campus and in locations where Wi-Fi is consistent, the WorkAlone session feature within the UCSafety app is the preferred communication method. UCSafety will automatically implement escalation procedures for missed check-in and emergency alerts through the 24/7 Telelink monitoring service.
- When studying alone the UCSafety app Study Alone feature allows the user to schedule check-in with a personal contact. If a missed check-in occurs, the personal contact will be notified so that they can initiate follow-up.
- The Friend Walk feature on the UCSafety app allows you to send your real time location and destination to a friend or family member so they can monitor your travel.

Visit ucalgary.ca/safetyapp for more information.

MacKimmie Tower Directory

Lower floors are dedicated to student-centric spaces and services until the block is completed in 2022. The remaining floors of the tower support centralized administrative units.

Floor	Directory
First floor (interim)	Office of the Registrar
First floor (final)	Sustainability Resource Centre Graduate Students' Association
Second floor (interim)	Office of the Registrar
Second floor (final)	Faculty of Graduate Studies
Third floor	Faculty of Social Work
Fourth floor	Faculty of Social Work
Fifth floor	University of Calgary International Faculty of Social Work
Sixth floor (interim)	SES Marketing & Communications Office of the Registrar Office of Institutional Analysis
Sixth floor (final)	Research Services Office Office of Institutional Analysis
Seventh floor	Meeting rooms
Eighth floor	Finance & Services
Ninth floor	Finance & Services
10 th floor	Finance & Services
11 th floor	Finance & Services
12 th floor	Finance & Services
13 th floor	Finance & Services
14 th floor	University Relations
15 th floor	Development and Alumni Engagement

Building Operations

The University of Calgary strives to be a Canadian leader in healthy, high-performance green buildings and sustainable site practices. The MacKimmie Tower supports and enables the health, wellbeing and comfort of the campus community. It is one of the most energy efficient buildings on a Canadian post-secondary campus and strives to be net carbon neutral for annual operations.

To achieve this, the building needs to rely less and less on energy intensive systems, and more on passive systems, such as solar access, natural ventilation and cooling. This also means the building needs to automatically adjust to the outside climate.

The building's systems are designed to reduce the demand on thermal energy and overall energy use, and optimize indoor air quality, natural daylighting, thermal comfort and provide an overall healthy environment.

Building comfort maintenance requests

As with any new building, it can take up to a year to optimize all the systems.

Support will be available during the first week in MacKimmie Tower to help you adjust to the new building. Your move coordinator will directly assist staff with problems and escalate issues through [Archibus](https://afm.ucalgary.ca) (afm.ucalgary.ca).

Questions about the operation of blinds, vents and temperature control should be directed to your move coordinator. If any questions remain unresolved, please submit a service request through [Archibus](https://afm.ucalgary.ca) (afm.ucalgary.ca) who will direct it to the appropriate contact.

For questions or concerns about your workstation, or items not related to building operations, please submit a service request through [Archibus](https://afm.ucalgary.ca) (afm.ucalgary.ca).

General building access hours

	Building Unlocking	Building Locking
Monday - Friday	6 a.m.	10 p.m.
Saturdays	8 a.m.	5 p.m.
Sundays & holidays	Closed	Closed

After hours building access: For faculty or staff requiring building access outside general building hours, your area's access administrator must send a request to elaccess@ucalgary.ca for access to be provisioned on your Unicaid.

Heating and cooling

Mackimmie Tower uses the university's central cogeneration system for primary heating and cooling; allowing new active systems to be focused on supplementary ventilation. The high-performance double-skin façade acts as an insulating blanket for the complex. Coupled with the heating and cooling systems, the goal is to provide controllable comfort for occupants.

The operating temperature range for the building is slightly greater than conventional buildings which maintain the temperature between 2-3 degrees of a set point. To ensure you are comfortable given the greater temperature range, you may want to consider wearing layers, opening a window, or turning on your personal USB desk fan.

During the summer months, both the inner and outer windows open at night sequentially floor by floor to cool the exposed concrete, which in turn helps to cool the building's spaces the following day. This night-time air flushing of the tower is an energy-saving initiative and conditions the building for your use the next business day.

Natural ventilation is fundamental to the energy reduction strategy. The tower's double-skin façade contains multiple sensors per floor strategically placed in the cavity of the double skin to measure temperature, relative humidity and wind pressure. This system harvests solar exposure and natural ventilation on site to minimize further reliance on active systems. The automatic shades deploy to reduce solar heating and glare and allows diffuse natural light to enter deeper into the floor plate.

The façade's inner and outer operable window vents are controlled by a sophisticated automated system, supplemented by displacement air ventilation through the raised access floor. The tower responds dynamically to its environment through the automated system and network of sensors. The tower also uses solar panels that are positioned to leverage an abundance of onsite solar capital.

Mackimmie Tower's overall design results in its ability to use just 12.5 to 20 per cent of the energy used in similar buildings.

Water and electrical conservation

The building is designed to conserve water and reduce electrical power use to the greatest extent possible. Rainwater falling on the roof will be collected for reuse in a below-ground cistern, saving more than 1.8 million litres of potable water each year.

Electrical outlets and power bars are equipped with both plugs that automatically turn off during off-peak hours or when users are not present and plugs that offer continuous power for critical functions. Some wall and or floor plugs will automatically turn off during off-peak hours to help reduce passive devices from continuing to draw on power.

Caretaking

University caretakers are responsible for cleaning more than 8.2 million square feet of space on main, Foothills, Spy Hill and downtown campuses daily. Caretaking staff provides cleaning services in a cost-effective, efficient and environmentally sound manner. They maintain a safe and healthy working environment for students, faculty and staff to support the university's mission of teaching, research and outreach.

Caretaking hours of operation (24/7)

Day Shift	6:00 a.m. – 2:00 p.m.	Monday – Friday	Day Porter Service
Second Shift	2:00 p.m. – 10:00 p.m.	Monday – Friday	Routine Custodial Coverage
Third Shift	10:00 p.m. – 6:00 a.m.	Sunday – Thursday	Routine Custodial Coverage
Weekend Shift	Same as above	Friday, Saturday and Sunday	Routine Custodial Coverage

If you require additional caretaking coverage, or if the following standards are not met, please contact the Customer Care Centre at 403-220-7555.

Caretaking standards

Caretaking at UCalgary is Cleaning Industry Management Standard-Green Building (CIMS-GB) Certified with Honors. This certification provides UCalgary with not only key points toward Leadership in Energy and Environmental Design (LEED) accreditation, but also the essential principles for running a well-managed, customer-focused cleaning organization. The CIMS_GB accreditation meets the LEED pre-requisite for a Green Cleaning Policy on a campus-wide basis.

In addition to the CIMS_GB, Caretaking also follows the APPA (Association of Physical Plant Administrators) standards to determine the required levels of cleaning across campus. All areas on campus are maintained at a minimum APPA Service Level 4 standard, except for washrooms and food courts where the minimum standard is an APPA Service Level 2.

All the services below are supported Monday – Friday within normal operating budgets. Some weekend support will be provided in buildings that have scheduled and routine academic program needs or contain support clinics and that require access support for manual lock/unlock of exterior doors.

Weekend support services on a fee basis (all costs directly billed) can be arranged with FM on an overtime, student workers or part-time staffing basis.

Note: Service delivery may be delayed in case of emergencies such as floor or snow removal.

Cleaning Tasks	Class Rooms/ Meeting Room	Clinic	Libraries	Offices	Public Circulation (corridors, elevators, entrances)	Research Labs	Stairs	Washrooms, Lockers & Shower Room	Gymnasium	Food Court
APPA Level	4	4	4	4	4	4	4	2	4	2
Floor Care										
Auto-scrub floors (main corridors)			D		D					D
Strip, refinish floor	AY	AY	Ay	A	AY	Au	A ^[1]	A		A
Sweep/dust-mop floor	AD	D	D	Q	D	Q	D/W ^[2]	D	D	D
Vacuum carpet and straighten	AD	D ^[3]	AD	M	D					D
Damp mop floors	AD	D	D	M	D	W	D/W ^[2]	D	D	D
General Cleaning										
Clean chalkboards and trays	D									
Clean erasers	D									
Clean lockers and benches					W			D		
Clean mirrors		AR						D		
Clean window, both sides (spot only)										Q
Disinfect all telephones	M	W	M		D			D		D
Dust blinds	A	A	A	AR	AY					A
Dust high surfaces (up to 8 feet)	M	M	M ^[4]	M	W		Q	W		W
Dust vents	A	A	A	AY	AY		A	M		A
Dust, clean, disinfect flat surfaces	W	D	M	M	W			D		D
Dust furniture and seating	A	D	A	M	W					D
Relamp										
Restock dispensers, soap & toilet		D						D		D
Touch point, door handles, light switch	AD	D		M	D		D/W	D		D
Spot clean walls, doors, centre	M	M	SA	M	M		M	W		W
Health & Safety										
Clean water fountains			D		D			D		D
Clean, disinfect patient table		D								
Clean, disinfect sinks		D						D		D
Clean/disinfect toilet/shower/urinals		D						D		D
Wipe tables and seating	W	W		M	W					D
Trash										
Clean trash containers	A	Q	Q	A	A			Q		W
Empty waste containers & remove trash, recycle	D	D	D	W	D	W		D		D
Monitor battery waste and call HAZMAT to remove hazardous waste					W					

Legend

A	Annually
AD	Alternate Days
AR	As requested
AY	Alternate Years
D	Daily
M	Monthly
NA	Not applicable
Q	Quarterly
SA	Semi Annually
W	Weekly

[2] Daily – Primary stairs/hallways; Weekly – Secondary stairs/hallways

[3] Wall-to-wall weekly

[4] Top of stacks annually

Tasks we do not do

[1] Landing

Working in MacKimmie Tower



MacKimmie Tower's natural open work spaces create a balanced environment for occupants to explore and connect with their surroundings.

The open office plans around the inner core of the tower ensure the maximum number of people on every floor have access to daylight and the design of the double-skin façade ensures views to the outdoors are available throughout the building. Glazing in the offices and meeting rooms around the core allow occupants to see over the open office spaces to the perimeter windows.

Since natural ventilation is also fundamental to the energy reduction strategy, multiple sensors are strategically placed in the cavity of the tower's double skin on each floor to measure temperature, relative humidity, and wind pressure. Solar exposure and natural ventilation are harvested on site to minimize further reliance on energy systems. Automatic shades help reduce solar heating, glare and allow natural daylight to permeate the interiors.

Blind and window control

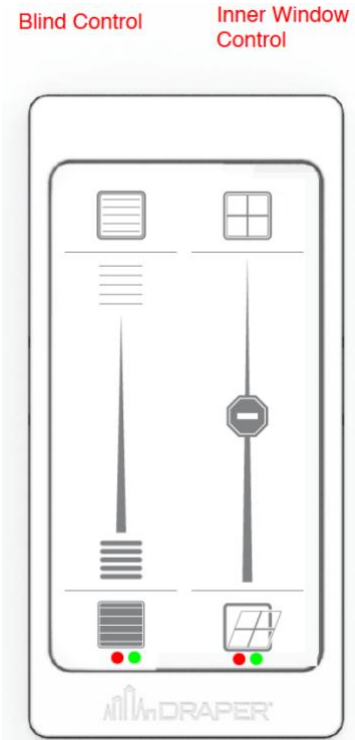
When operating under the automatic control systems, the interior blinds will constantly maintain an optimal position to provide the right amount of shading, glare protection and daylight.

You can override to manually control the interior blinds and window at all times. The indicator lights are there to help you make the right choice as to when to adjust the interior blinds and window.

Based on the outside temperature and humidity levels, you can freely open the interior blinds and window when the light on the control panel is green.

When the light is red, the building is in self-operation mode for thermal regulation. If you override the system when the indicator light is red, the system will automatically reset the interior blinds and windows at the end of the day to ensure optimal comfort.

There is no user control over the outer façade.



Conserving electricity

Each workstation has an occupancy sensor on a power bar which turns off when users are not present. The power bar includes both plugs that will turn off when users are not present, and others that provide continuous power for critical functions.

If you make a habit of shutting down your computer at night, you will be helping to do your part for the tower's energy conservation goals.

Upgrading to a newer computer system, using only a single monitor, or converting to a laptop can also help to reduce energy consumption. Laptops have a much lower power draw.

Printers are centrally located on each floor mitigating the need for individual printers, helping to reduce energy consumption and production of air pollutants.

Appliances and accessories need to be carefully controlled to maintain low energy use. All appliances must be ENERGY STAR™ rated to the highest degree possible, and personal appliances should be cleared by the building operator. You can do your part by refraining from using individual electrical kettles, hot plates, heaters, coffee makers and mini-fridges as these devices also present safety hazards.

Daylight harvesting

The MacKimmie Tower's LED lighting system is controlled by a daylight harvesting system that dims or turns lights off when there is enough natural light coming into the building. You will be given an LED desk lamp to assist visual comfort.

The lighting system in enclosed spaces can be overridden by using the light switch on the wall as you enter the room.

Forgot to turn off the light? No worries. Occupancy sensors automatically turn the lights off when you are away.

Elevators and movement of goods

The elevators use a destination dispatch system, which groups passengers heading to the same destination into the same elevators to reduce wait times. All you need to do is simply input the floor you want to visit using a keypad or touch screen, and the system calculates the fastest and most efficient elevator car for you to use. You will be directed to the elevator car number it has chosen for your destination.

The tower is equipped with one loading/service elevator.

For your safety

Remember the double-skin façade cavity is loaded with sensitive equipment and is only accessible by qualified building technicians. Please refrain from storing anything in the double-skin cavity.

When the double-skin inner façade window is in operation, it moves at a very low speed. Refrain from touching it as the risk of injury is high. Please also avoid placing items in front of the window as they could hamper the window's operation.



Temperature control

The building's operating temperature range is slightly greater than conventional buildings, which maintain the temperature between 2-3 degrees of a set point. To ensure you are comfortable given the greater temperature range, you may want to consider wearing layers, opening a window, or turning on your personal USB desk fan.

During the summer months, both the inner and outer windows open at night sequentially floor by floor to cool the exposed concrete, which in turn helps to cool the building's spaces the following day. This night-time air flushing of the tower is an energy saving initiative and conditions the building for your use the next business day.

Meeting space booking guide

Meeting rooms and congregation spaces are energy intensive. To minimize their footprint, these spaces are mostly found in the 7th floor conference space.

Please note these rooms are for University of Calgary faculty and staff use only.

Student spaces can be booked at: <http://workrooms.ucalgary.ca/spaces?lid=1035>

Priority for booking meeting rooms on the 7th floor is given to the tenants of the MacKimmie Tower and block, and then to other university faculty and staff.

Please note that these spaces are not for hosting classes, fundraisers, events that are commercial in nature, student groups and meetings, or concerts/recitals. Additionally, in order to support multiple meeting needs, week-long bookings or recurring bookings may not be accommodated.

Refer to this occupant handbook *Appendix A: AdAstra Schedule System How to Guide for MacKimmie 7th Floor* for a step-by-step guide to booking these meeting spaces.

Submit a MacKimmie Tower 7th floor meeting space request:

<https://ca2app01.aaiscloud.com/UCalgary/>. Note: use Google Chrome or Firefox browsers.

Space usage terms and conditions

In order to maintain the meeting rooms on the 7th floor as a space for meetings on campus, the following terms and conditions apply. Please note that in the event of any damage, additional clean up required, or other noncompliance with the following policies, a fee will be assessed.

Booking times

Events must occur within the MacKimmie Tower hours of operation. Spaces will not be opened early for event set-up. The building hours are 6:00 a.m. to 10:00 p.m. on Mondays to Fridays, 8:00 a.m. to 5:00 p.m. on Saturdays, and the building is closed on Sundays and holidays. Bookings can be made up to three months in advance.

Access cards/key cards

Building occupants' Unicards will be provisioned with access to the 7th floor (for hours of operation only). Any department cards requested by units occupying MacKimmie Tower will not be provisioned with access to the 7th floor. Guests participating in a meeting will need to be escorted to the meeting by a building occupant.

Furniture and caretaking

- Users are responsible for general tidy-up and removal of excess garbage.
- Furniture should not be removed from meeting rooms, and must be returned to the home configuration at the end of each meeting.

Food and drink

- Food and drink are permitted in the meeting rooms. To support catering activities, the floor contains a servery with a sink and electrical services for three catering warming

boxes. In addition to the server, there is a small counter and sink across from meeting room 734.

- Users are responsible for booking their own catering.
- Please do not leave leftover food or any disposable food containers in the meeting rooms. Coordinate with the caterer for pickup of these items immediately following your meeting. When food is delivered the caterer and the booking party are responsible for cleanup and disposal.

Audio and video resources

- The meeting rooms are equipped with audio visual resources. Additional audio visual equipment and services are available upon request through Com Media. Fees may apply for services such as on-site support for the duration of your meeting.

Signage and other provisions

- Posters may not be taped, tacked or glued to the walls within the meeting rooms or around the tower.
- Unauthorized signage and posters will be removed and the room user will be billed for all damage incurred.
- No storage space is available.

Security

For meetings and events hosted in the MacKimmie Tower that include guests from off-campus institutions, Administration requires specific information regarding the booking including the nature and purpose of the event. The information should be provided in the Meeting Space Booking Request Form and is forwarded to Campus Security and allows them the opportunity to conduct a security audit and to flag any potential issues that may arise. Campus Security takes a particular interest in events involving minors, potential controversial speakers or topics, and any events where alcohol is expected to be served. The information is forwarded to Campus Security, who will conduct the audit.

At any point, if Campus Security determines the event is not appropriate or safe for the university community, the request to use the meeting room(s) will be denied. All audits from Campus Security are binding and non-negotiable.

Third-party bookings

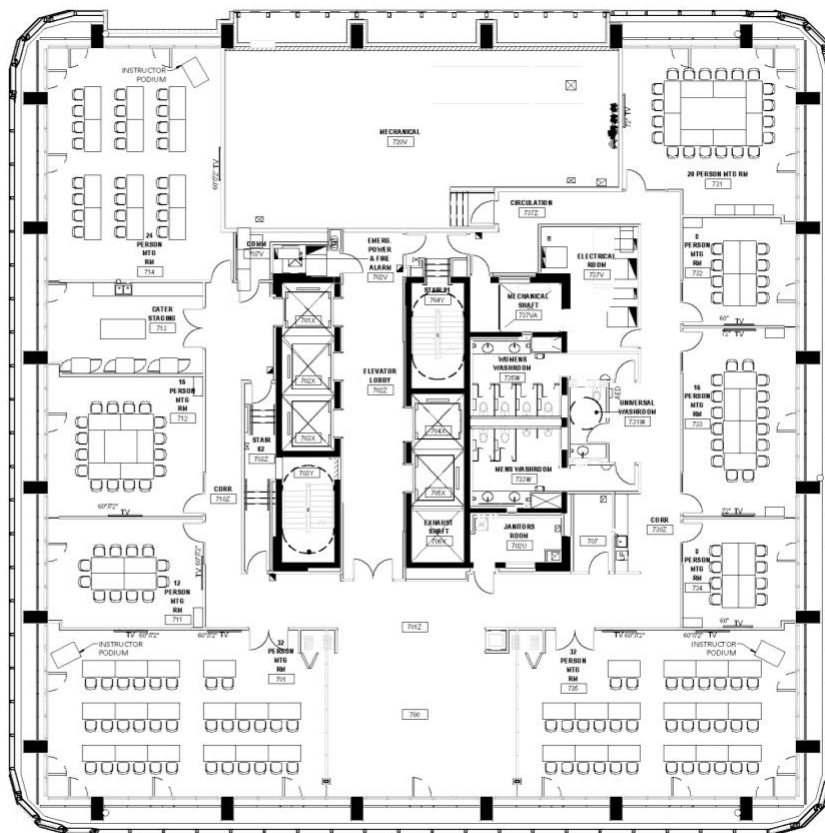
Bookings made on behalf of another department and/or institution are not permitted; any damage to the space will be billed back to the department that requested the space on behalf of the other party.

Folding wall panels

Conference room spaces MT 701 and MT 735 are each bordered on one side by folding walls that allow the meeting spaces to extend into the pre-event space. Clearly state in the event request form that the open wall is required, as arrangements must be confirmed regarding the wall panel's operation. Operation of the folding walls should be by trained personnel only.

Available Meeting Room Space

Room	Room Description	Capacity
MT 701	16 flip-top tables on castors arranged in traditional classroom configuration; folding wall on east side of room (opens into pre-event space); two large monitors on north wall; no web, video, or phone conferencing	32
MT 711	Four flip-top tables on castors arranged in boardroom configuration; one large monitor on east wall; full video-conferencing; one cabinet	12
MT 712	Six flip-top tables on castors arranged in doughnut configuration; one large monitor on south wall; web-conferencing, one cabinet	16
MT 714	12 flip-top tables on castors arranged in traditional classroom configuration; one large monitor on east wall; no web, video, or phone conferencing	24
MT 731	Eight flip-top tables on castors arranged in doughnut configuration; one large monitor on west wall; no web, video, or phone conferencing; three cabinets	20
MT 732	Four flip-top tables on castors arranged in boardroom configuration; one large monitor on south wall; web conferencing; one cabinet	8
MT 733	Eight flip-top tables on castors arranged in boardroom configuration; two large monitors (one on north wall, one on south wall); web conferencing; two cabinets	16
MT 734	Four flip-top tables on castors arranged in boardroom configuration; one large monitor on south wall; full video-conferencing; one cabinet	8
MT 735	16 flip-top tables on castors arranged in traditional classroom configuration; folding wall on west side of room (opens into pre-event space); two large monitors on north wall; no web, video, or phone conferencing	32



1 MacKIMMIE TOWER LEVEL 7
Scale: NTS

For questions, please contact:
exrecep@ucalgary.ca
 Office of the Provost

Working in an open-office environment

Moving to an open-office environment can be a big change for some people. It may involve changes including privacy, required etiquette and behavior. Units will establish open-office team norms to make the transition much smoother for everyone.

Teams moving to MacKimmie Tower should discuss the following questions.

- **Team dynamics:** How do we want to work together effectively as a team? What are our basic expectations for behavior? How do we manage sensitive information and privacy?
- **Norms:** What norms and expectations should we establish to make an effective team environment? What norms are important to address? How do our norms strengthen team connections and promote a positive and productive work environment?

What are examples of open-office team norms that should be considered?

- **Respect each other's need to work.** Just because others are sitting nearby doesn't mean they are always available for conversation. Respect one another's privacy. If someone appears to be busy, ask if they have a moment to talk. If you need focus time, consider making a sign that reads something like "Time to Focus – Please Try Again Later" and place on your desk or workstation wall.
- **Be aware of smells.** Within a tight space, smells can be magnified so use consideration when packing your lunch or snacks. Be mindful of people's allergies and sensitivities to scents and forgo wearing perfumes, cologne or strong aftershave to the office.
- **Keep noise and distractions to a minimum.** Noisy conversations (either between co-workers or on the telephone) or habits such as tapping on the desk, fidgeting or getting up and down often can create annoying distractions to those trying to concentrate. Use headphones when needed. Put your devices on vibrate or silent to not distract everyone else.
- **Protect sensitive and confidential information.** There will be times when you need to take a sensitive or highly-confidential phone call. Instead of taking the call at your desk with seven other people within earshot, find a quiet, secluded area for your phone call. There are phone rooms located on each floor. The same goes with confidential documents – do not leave them on your desk for all to see. Consider logging out of your computer prior to leaving your desk.
- **Be tidy.** A messy desk can be a distraction to others and can detract from your professional image. Keep belongings confined to your own personal workspace and tidy up before leaving work each day. If you share a desk, be sure to clear away any personal items such as coffee mugs and office supplies.

- **Respect each other's space.** Open-office workspace doesn't mean another's workspace is common domain. Treat each person's space as if it was a private office. Don't help yourself to anything on their desk or in their area. Ask first or go to the supply closet/room if you need supplies.
- **Take a sick day if you're sick.** When you work near others, it is easy to transfer germs. Stay home if you are sick. There is nothing worse than spending the day sitting beside, or across, from someone who is coughing, sniffing and sneezing. If you're not in the best shape, remember in this new office environment, you will be near many other people. Staying home will not make you appear weak, lazy or undedicated, but rather respectful to your co-workers.

Practice good hygiene such as covering your mouth when you cough, keep hand sanitizer on hand, and wipe down the desk, computer keyboard and phone from time to time to help prevent germs from spreading.

- **Be considerate.** Respect is key when working in an open-office environment. Act respectfully and expect others to do the same. Establish norms and hold each other accountable. It is best to address problems and concerns directly and diplomatically before they escalate. Make yourself comfortable and have those conversations required to ensure a positive and productive work environment.
- **Be tolerant.** The open-office environment brings together diverse personalities and work styles. Be tolerant of these differences and find ways to adapt. No one is going to agree with you 100 per cent of the time. Keep an open mind. Listen with the intent to learn and focus on creating a positive and productive work environment.
- **Think like a team.** Gossiping at work, whether in an open-office environment or not, is never ok. However, the effects can be pronounced in this new working environment. Refrain from spreading gossip, causing others to feel marginalized, or grumbling about petty things. Hold regular meetings to establish and review your open-office etiquette norms, share ideas and talk about concerns. When open-office etiquette norms are observed, communication, collaboration and cohesiveness will ensue.
- **Clean up after yourself.** Shared kitchen space is great if everyone remembers it's just that – shared. Be sure to tidy up after yourself to the point your presence there is unnoticeable. The same goes for other public shared spaces around the office, including all restrooms.

Sustainability

Sustainability is a core value at the University of Calgary. We are one of the most energy efficient campuses in Canada and we strive to be a leader in healthy, high-performance green buildings.

As an institution, we are committed to excellence and leadership in advancing sustainability in teaching, research, campus operations and community service. UCalgary's [Sustainable Offices](#) and [Sustainable Events](#) programs help students, faculty and staff to connect these ambitious goals to the decisions we make every day and supports the goals outlined in our Institutional Sustainability Strategy – we all have a part to play in creating a sustainable campus. To fully embrace these changes, we encourage everyone to participate in the Sustainable Offices and Sustainable Events programs.

Interested in learning more about sustainability? Check out ucalgary.ca/sustainability or contact the Office of Sustainability (sustain@ucalgary.ca) to request a sustainability tour.

Help reduce UCalgary's footprint

Gold Sustainable Events
Certify your events with UCalgary's Sustainable Events Program: you'll be provided with simple tools and resources to make your next event more inclusive, environmentally conscious and socially responsible.

Work with your colleagues to earn a Waste badge through UCalgary's Sustainable Offices program. You'll be provided with simple tools and resources to help your team take action to reduce and sort out your waste and contribute to UCalgary's sustainability goals.

Anyone can contact Facilities to request a desk-side recycling bin or outdoor event recycling and compost bins.

Drop off worn textiles – everything from clothes and shoes to stuffed toys and used backpacks – in the textiles bin outside the Dining Centre or Yamnuska Hall to be recycled.

Construction waste from all UCalgary projects is collected and sent to materials recycling facilities, resulting in up to 90 per cent of materials being diverted from landfill.

Sustainable Offices Program

As occupants of one of the first net-zero carbon buildings in Canada, students, faculty and staff working in MacKimmie will help set a new standard for sustainable workplaces on campus. Through checklists focused on Waste, Meetings, Energy and Emissions, and more, the Sustainable Offices Program makes it easy for staff and faculty to make our workplaces more inclusive, environmentally conscious and socially responsible.

Five badges are available through the Sustainable Offices Program:



All MacKimmie occupants are strongly encouraged to register and participate in Sustainable Offices. [Get started!](#)

Sustainable Events Program

Planning an event in MacKimmie or somewhere else on campus? Every event, from a small workshop to a university-wide celebration, is an opportunity to create an inclusive space for social gathering, to manage our financial resources responsibly and to minimize our campus community's impact on the environment. The Sustainable Events Program provides simple tools and supporting resources to help event planners advance sustainability on campus and to make meaningful change in our world. In the first year of the Sustainable Events Program, more than 55 events were certified, reaching more than 7,000 guests.

Tips for Planning your Sustainable Event:

- Do not provide single-use, individually-packaged, or Styrofoam items at events.
- Serve water in pitchers rather than bottles.
- Limit printing of single-use materials (i.e., programs, table toppers, etc.) and ensure that event materials (PowerPoints, handouts, audio-visual aids etc.) are in accessible formats for guests.
- Open the event by making the appropriate University of Calgary Acknowledgement of Traditional Indigenous Territories.
- Include at least one "Sustainability Moment" to inform guests about key sustainability initiatives taking place during the event.
- Use RSVP data to make realistic estimates of event attendance before food orders are placed.
- Discuss any sustainability challenges encountered and identify opportunities for future improvement after the event.

To get started, use the [Sustainable Events Checklist](#) to assess your current event planning practices, try some new things and to get recognized for your achievements as a campus leader in sustainability.



Earn a gold, silver or bronze badge when you certify your next event through the Sustainable Events Program.

Waste and recycling

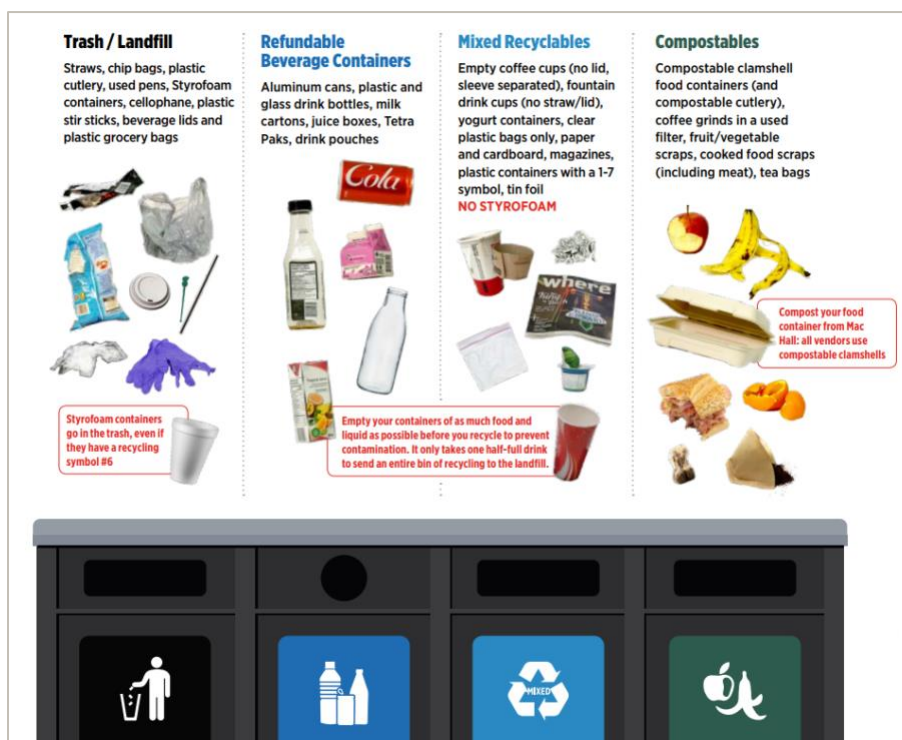
All waste has its place.

UCalgary strives to become a zero-waste community. By 2020, we are committed to diverting 80 per cent of our waste from the landfill.

Achieving our waste diversion goal is a community effort. Everyone can help sort it out using the bins for composting, mixed recycling, refundable beverage containers and trash that are available everywhere across campus to properly dispose of waste.

Nearly 90 per cent of the daily waste we produce can be [recycled or composted if placed in the correct bin](#). Currently, more than half is going to the landfill. By properly sorting your recycling and waste, you are helping keep UCalgary green as we strive to become a zero-waste community.

Help sort it out: What goes where?



Trash

- Plastic grocery bags, coloured plastic bags and black plastic items go in the trash even if they have #1-7 recycling symbols.
- Cellophane wrappers, chip bags and plastics that don't stretch go in the trash.
- Straws and beverage cup lids go in the trash; separate recyclable cups and dispose of them in the mixed recycling bin, or the composting bin if they are compostable (BPI certified).
- Miscellaneous plastics like plastic cutlery and used pens go in the trash.
- Latex gloves also go in the trash.

Refundable beverage containers

- Aluminum cans, plastic and glass drink containers are all refundable.
- Milk and juice cartons, along with tetrapaks and drink pouches, also go in the refundable beverage containers bin.
- The Students' Union (SU) administers the collection of refundable beverage containers on campus. The collection draws about \$40,000 in revenue annually and is used to employ nine part-time special needs staff and nine case workers from the Developmental Disabilities Resources Centre of Calgary.
- Emptying containers before you recycle helps keep the bins clean and pest free.

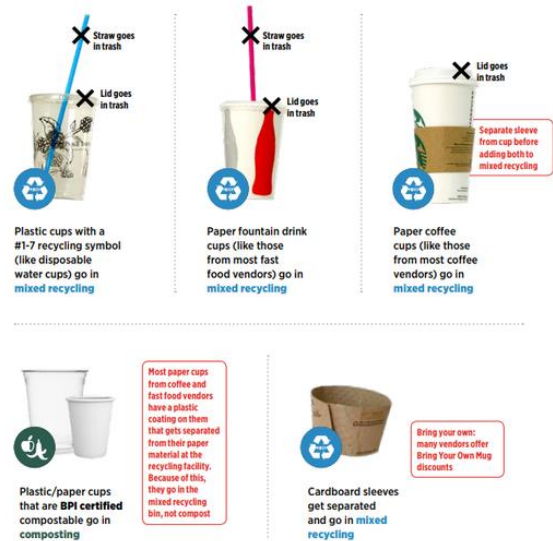
Where does my cup go?

Mixed recyclables

- All clear plastic containers with recycling symbols #1-7 count as mixed recyclables. Black plastic items, even those with #1-7 symbols, go in the trash.
- Disposable (empty) coffee and beverage cups can go in the mixed recyclables bin, but lids must go in the trash.
- Clear plastic bags (like sandwich bags) and any clear plastic that stretches, like cling film, can be recycled; plastic wrappers that don't stretch are likely cellophane and go in the trash. Plastic grocery bags go in the trash.
- Paper, cardboard and non-refundable glass containers go in the mixed recyclables bin.
- Empty your containers of leftover food and drink as best possible into the compost bin before recycling; you do not need to wash containers to recycle.

Compostables

- Compostable food/plant waste includes meat, fruits and vegetables, flowers, dairy, egg shells, grains, nuts and flour; coffee grinds and tea bags and bones, fat trimmings, oil and grease are also compostable.
- Used paper towels, tissue and napkins, wet/soiled cardboard and paper products are compostable (like pizza boxes); even wooden chopsticks can go in the compostables bin.



- Don't forget to compost your food container at Mac Hall; all vendors use compostable clamshell containers
- Compostable cutlery goes in the compostables bins, but plastic cutlery goes in the trash.
- Forty-three per cent of our landfill materials are comprised of organic food waste that could be composted

Additional recycling streams

UCalgary currently diverts about 20 waste streams from landfill; let's get garbage off the ground and litter out of the landfill.

See the [additional streams – recycling page](#) for more information on where and how to recycle the following:

- Cell phones and batteries
- Compact discs
- Electronic waste
- Textiles
- Furniture

Building Access and Security

Campus Security

Campus Security is dedicated to maintaining the campus as a safe and pleasant place to live, work and study. Officers are on duty 24 hours a day, year-round, to respond to your security and emergency needs. Campus Security can be contacted from any of the "Help" phones located around campus.

Security contact information

Call 9-1-1 first in the event of any life-critical emergency or serious crime in progress — then call Campus Security.

- Security Operations Centre: 403-220-5333
- [Report an incident online](#)
- Email: campus.security@ucalgary.ca (for non-urgent concerns only)

Safewalk

Twenty-four hours a day, seven days a week [Safewalk](#) volunteers walk people safely to their destination on campus. This service is free and available to students, staff, and campus visitors. Safewalks are done in male/female pairs. The volunteers walk anywhere on campus (including McMahon Stadium, Health Sciences, Student Family Housing, the Alberta Children's Hospital and the University LRT station).

- Telephone: 403-220-5333 (24 hours a day/seven days a week/365 days a year)
- Use the Help Phones (they are not just for emergencies)
- Approach an on-duty Safewalk Volunteer and request a walk

Emergency Planning

This section is to familiarize all staff/tenants with emergency procedures to appropriately react in the event of an evacuation.

Assembly point

Assembly points have been identified across campus. These areas have been selected as they are large enough to hold a significant number of people and will provide an evacuated population access to washroom facilities and protection from the elements.

Assembly points are also designed to establish a location for information updates from the emergency responders to the evacuees; and from the evacuated population to the emergency responders.

Emergency Management published a list of individual [assembly points](#) and a dynamic map showing which buildings are designated for each assembly point.

Emergency evacuation procedures

Refer to the [Risk – Emergency Management](#) website for all emergency procedures.

Emergency Warden Program

The Emergency Warden Program is one part of the University of Calgary's Emergency Management Program.

The primary role of the Emergency Warden is to assist in the evacuation of campus facilities.

All employees can access Emergency Warden lists for any UCalgary building on the [Emergency Warden Volunteer SharePoint site](#). If you are interested in becoming an emergency warden, review the [four steps to becoming an emergency warden](#).

Emergency buddy program

The Emergency Buddy Program can greatly reduce the risk associated with the evacuation of persons with mobility, sight or hearing restrictions. Anyone with such restrictions should be made aware of the [Emergency Buddy Program](#).

First extinguishers, first aid kits and defibrillator stations

As an occupant of MacKimmie Tower, it is your responsibility to explore your workspace and become familiar with the emergency exiting plan located in the elevator lobby on each floor, as well as the locations of fire extinguishers, first aid kits and defibrillators in the building so you can quickly locate these items in an emergency.

Knowing who the first aid representative is for your area is also recommended. Each area is responsible for ensuring they have identified first aiders.

For more information visit the [Emergency Management](#) page.

Information Technology

Information Technologies (IT) provides computing and audio/visual media services in support of learning, teaching, research and administration at the University of Calgary.

Computer and laptop support

IT supports many online services that students, faculty and staff will utilize throughout their experience at the University of Calgary. If your computer/laptop or other device is not working at any point after your relocation to the tower or for more information on available IT services, submit a ticket through the IT Support Centre, refer to ucalgary.ca/it for details.

Wi-Fi instructions for guests

Guests with Access to Email and an SMS enabled Telephone Number

- Connect to the AirUC-Guest Wireless Network on the device, once you are on location.
- Open a new browser window and you will be directed to a registration page.
- Guests will need to have a valid email address and telephone number (SMS enabled) in order to register.
- Enter your email address, name and telephone number.
- Accept the Terms of Use.
- Click “Register.”
- You will be sent a password via both email message and SMS text message upon successful registration on the AirUC-Guest portal.
- Access to AirUC-Guest will last for 72 hours across all four university campuses. If you require access for a longer period, you can simply repeat the process.

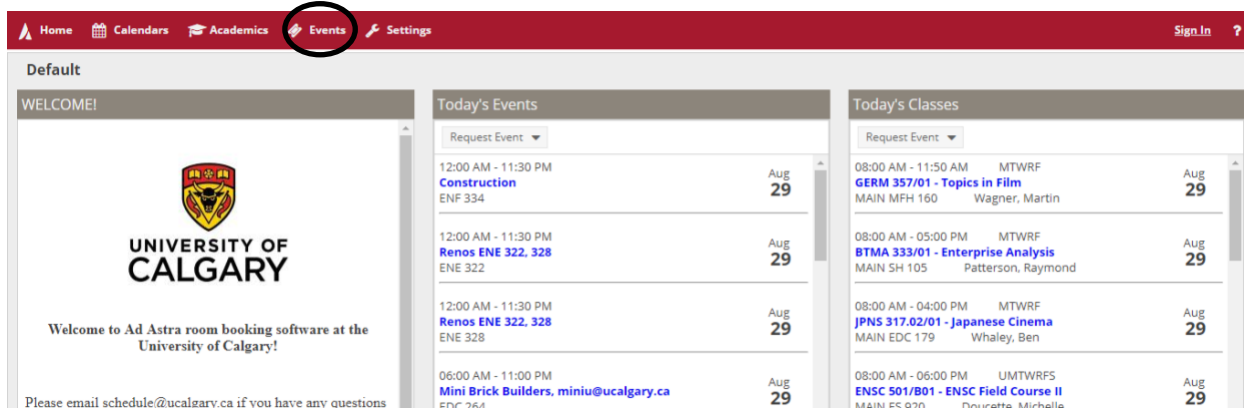
VoIP phone service

All MacKimmie Tower occupants will have a VoIP phone after relocation.

Should you require assistance for any IT service following relocation, contact the IT Support Centre at 403-220-5555, itsupport@ucalgary.ca or online at ucalgary.ca/it.

APPENDIX A: AdAstra Schedule System How to Guide for MacKimmie 7th Floor

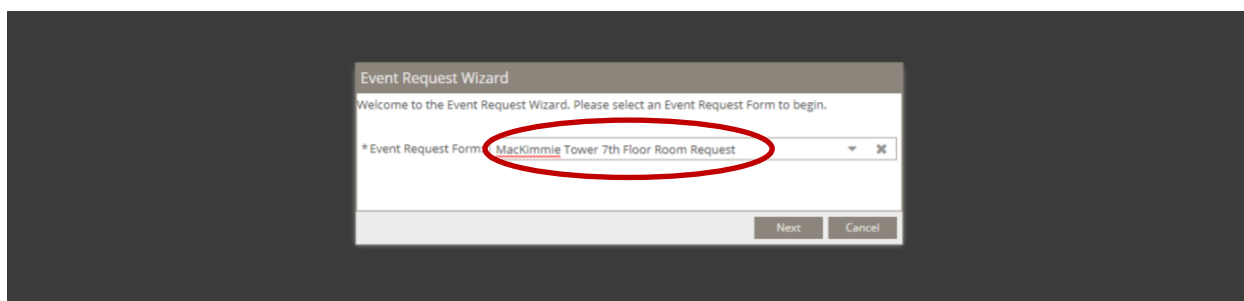
1. Open Google Chrome or Firefox
2. Click on <https://ca2app01.aaiscloud.com/UCalgary/>
3. Click on the 'Events' tab



4. Click on 'Request Event'



5. Click the drop down menu and select "MacKimmie Tower 7th Floor Room Request". Then select 'Next'.



6. Read the directions and complete the room request form. Ensure you scroll down and complete the 'Add Meeting' request section. Once finished hit 'Submit'.

HomeCalendarsAcademicsEventsSettingsSign In

MacKimmie Tower 7th Floor Room Request

MacKimmie Tower 7th Floor Meeting Space Booking

Priority for booking meeting rooms on the 7th Floor of the MacKimmie Tower is given to the tenants of the MacKimmie Tower and block, and then to other university faculty and staff. In order to maintain the meeting rooms on the 7th Floor of the MacKimmie Tower as a space for meetings on campus, certain terms and conditions apply, please click here : <https://ucalgary.ca/provost/sites/default/files/teams/1/MT-7th-floor-meeting-space-booking-guide.pdf> to review before proceeding with your booking.

Please note that in the event of any damage, additional clean up required, or other noncompliance with the following policies, a fee will be assessed.

Event Information

* Contact Name:

* Contact Email:

* Contact Phone:

* Event Name:

MacKimmie Tower

Add Meeting

Request Rooms

No meetings created. [Add Meeting](#)

Submit

Click 'Add Meeting'.

NOTE: In the Create Meeting section

- i. Select 'Single', 'Multiple' or 'Recurring'
- ii. Select the start time and end time
- iii. Select the start date and end date
- iv. Meeting Name should automatically fill from previous screen
- v. Enter Meeting Type
- vi. Enter maximum number of attendees
- vii. Click 'Add Meeting';

The screenshot shows a 'Create Meeting(s)' dialog box. It has a title bar with 'Create Meeting(s)' and a close button. The dialog contains the following fields and options:

- Radio buttons: ☒ Single, ☐ Multiple, ☐ Recurring
- Start Time: 9:30 PM (dropdown)
- End Time: 10:00 PM (dropdown)
- Start Date: 08/29/2019 (calendar icon)
- End Date: 08/29/2019 (calendar icon)
- * Meeting Name: Test of booking request for handbook (text field)
- Meeting Type: Select... (dropdown)
- Max Attendance: (text field)
- Featured: ☐
- Private: ☐
- Requires Room: ☒
- Buttons: Add Meeting (circled in red), Cancel

The booking will go to the approvers in the Office of the Provost who will confirm the booking based on current policies. Please allow time for this process to be completed.

A confirmation email will be sent to you by the approver, please note that your booking is not official until you receive this email.