



from the Office of Research Services

News: To Use!



July 1996 Issue #7

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Food, Etc.
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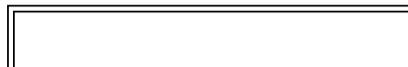
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**MISSION:
COMMUNICATIONS**

The purpose of this newsletter is to inform and communicate with the entire NIH community about ORS projects, policy changes and initiatives that are of immediate practical interest, along with some items that might be filed away for future use. The Office of Research Services directly affects you and the place where you spend your whole day—your office, your building, your entire organization. Therefore, your satisfaction is our utmost concern. Please let us hear your ideas and comments.



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Stephen A. Ficca,
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NIH is Honored for ORS efforts ...



ENCOMP, a prestigious Energy Competition sponsored by PEPCO along with the American Society of Heating, Refrigeration and Air Conditioning Engineers, and other energy and utility organizations, recognized the following two substantial NIH projects for their efforts to “save the planet:”

Natcher Building: Honorable Mention, Energy Conservation—New Construction. Everything about the Natcher Building was done with energy efficiency in mind. This state-of-the-art building has an impressive energy management system.

Power Plant: 1st Place, Industrial Energy Conservation. No wonder—the energy efficiency of the central cooling plant upgrade program, only partially completed, resulted in a PEPCO rebate to NIH in excess of \$900,000 ...plus annual utility savings of over \$700,000! In addition to the energy savings and financial benefits, noise was reduced, and an environmentally-friendly ozone treatment was used for water treatment instead of chemicals.

The following two honors were announced in May during the *11th Annual Transportation Awards Ceremony* sponsored by Montgomery County’s Department of Public Works and Transportation:

DES, for exemplary public service during the Blizzard of 1996. The Keep Montgomery County Moving Committee recognized superior snow removal and traffic flow efforts, motor and pedestrian, with special awards.

Gail Thorsen, Division of Public Safety, was named Employee Transportation Coordinator of the Year. According to Montgomery County leadership, Gail has “demonstrated a deep commitment to alternative means of transportation. Through her leadership, NIH offers one of the largest monthly employee transit discount programs in the County.”

And to the joyous surprise of those who worked so long and so hard on **the NIH Master Plan**, the National Capital Area Chapter of the American Planning Association bestowed their **1996 “Outstanding Merit Award” for physical planning** on our Master Plan. Jurors were overheard referring to it as a “model” for other campus master plans. The judges were impressed with the multiple complex factors that the NIH had to consider, such as existing and

aging buildings, the importance of landscaping and maintaining open space, and sensitivity to the surrounding community. According to an APA representative, the NIH Master Plan will most likely be nominated for a national award as well.

CONGRATULATIONS to everyone who played a part in these awards!

Fire Alarm System Enhancement: vibrating pagers for people with hearing loss

A vibrating pager can save the life of a person who cannot hear a traditional fire alarm. All people who are deaf or hard of hearing are encouraged to obtain a **Fire Alarm Pager**.

The enhanced emergency notification system came on-line Saturday, June 1, 1996. It operates in conjunction with the individual fire alarm in each building, *for all NIH on-campus buildings*. When the fire alarm begins to sound, the campus system electronically transmits data to a special paging system. The paging system then activates *all* of the vibrating pagers, which begin to vibrate. They also display an alpha-numeric message which indicates the number of the building with the emergency situation.

HOW TO OBTAIN A FIRE ALARM PAGER:

Call your ICD Administrative Officer.
The AO will submit a Telecommunications Request.

COST:

\$275 (billed to the ICD)

MAINTENANCE:

The user replaces the batteries.

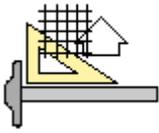
REPAIR:

Contact the Electronics Shop at 6-1833.

<p style="text-align: center;">INFORMATION: EMERGENCY PLANNING COORDINATOR 6-1985</p>
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The NIH-Howard University Partnership: building strength each semester



Did you know that of the 100,000 registered architects in the United States, only 1,100 are African-American? Kristy Long, a registered architect with the DES Design and Construction Branch, brought these statistics to the attention of NIH a few years ago. She started a crusade to improve these numbers. From her student days, she remembered how difficult it was for a non-traditional architecture prospect to break into the old networks, not to mention how expensive it was to assemble a great portfolio, *and* pay \$4,000 to take the 4 day final exam!

With Kristy leading the way, the NIH, ORS and its Division of Engineering Services' Design and Construction Branch realized that NIH could help some minority architecture students in their worthy quest for hands-on experience and knowledge. ORS decided that we could open our doors to Howard University, offering the knowledge and experience of our registered architects to their students. The main goal of this collaboration is to give the Howard students a *real* project each semester, with *real* criteria and a *real* site location. Their projects are enhanced by the DES Shops, which helps students build impressive models of their designs—a valuable addition to their portfolios. Many of the students' ideas are eventually incorporated into the final design for the NIH building assignment. This year's project was a new fire house.

Another important component of the NIH-Howard partnership is the annual Job Fair, which gives students a chance to present themselves and their portfolios to a variety of Washington area architectural firms. At this year's fair, 18 firms gave 180 interviews! Students who were close to graduating came to be hired, and others participated to meet professional architects who could answer their questions.

NIH provides the students with thesis advisors, which the students need, but may not easily identify on their own. More and more, NIH professionals go to Howard to teach a class, for example, on the technology and integration of fire alarm systems. NIH also loans much-needed equipment and furniture (professional drafting tables) to Howard.

Howard University School of Architecture offers a good program that is improving steadily. NIH is participating in the reintroduction of its Graduate program. Kristy Long recently applied for a \$100,000 Innovation in American Government grant to further the partnership. **“Best of luck”** is a sincere wish from ORS to Kristy and to everyone who participates in this program.

INFORMATION: KRISTY LONG 6-6248

Utility Tunnel Expansion Program: a vital



link

The NIH utility distribution system not only provides a comfortable environment inside the administrative facilities on the campus, but also provides essential utilities to support all our research facilities. A reliable underground infrastructure utility system plays a vital role in supporting present and future biomedical research.

The NIH completed a Master Utility Plan (MUP), which was a comprehensive study of the major utility systems. It indicated that sections of steam and chilled systems need to be replaced to ensure future efficiency and reliability for the future. Some sections had over 40 years of continuous use under their belts! The Utility Tunnel Expansion Project is one of several major efforts underway as part of the Infrastructure Modernization Program which was initiated in 1990 by the Division of Engineering Services (DES). The tunnels contain distribution mains for high pressure steam, chilled water, domestic water and compressed air, as well as communication duct banks. The project includes other utilities, such as electrical duct banks, natural gas and sanitary sewer lines, to be installed adjacent to the main utility tunnels. Two sections of new tunnels, totaling approximately 2000 linear feet, will be constructed to link existing tunnels. The project includes 1700 feet of concrete trenches as well.

Work is expected to begin in July and end within two years. **Sixteen phases of work will minimize the impact of utility shutdowns and traffic disruptions.** Temporary roads and sidewalks are incorporated into the design, and two Metro Bus shelters will be moved! Any disruption of parking, however minor, will be announced well in advance—complete with alternate parking information. Signs will also be posted in appropriate places around campus, advising the community of all construction.

INFORMATION: ARVIND PATEL 2-2735
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NIH K-9 Forces: it's not just puppy love ...



ORS welcomes two new dogs to the NIH Police Branch. A male German Shepherd, **Boggs**, purchased from a breeder of police dogs, has been fully trained in general patrol work and will soon receive drug detection training with his handler, Sergeant Gerald Watson. **Belle**, a Golden Retriever, was donated to the NIH by the Baltimore County Police Department. Belle and her handler, Officer James Kowal, recently completed training in explosives detection. The new dogs join Turbo, a female Lab, who is trained and experienced in bomb detection. Her handler is Corporal William Horn.

When a dog is being considered for NIH police work, it must first pass a 'nose to tail' physical and temperament assessment, performed by NIH veterinarian Dr. Hampshire. The Montgomery County and Baltimore County Police Departments

provide training to our K-9 squad, at no charge. Initial training lasts at least 15 weeks, and even fully trained dogs never stop learning. They receive two full days of refresher training per month. Instruction is given jointly to the dog and its handler. Canine officers are general duty officers who use dogs for help in certain situations.

Outside of work, the lives of the officer and the dog are totally intertwined. The dogs go home each night with their human “partner.” When the officer is busy with paperwork or a court appearance, the dog attends “day care” in Building 28, where the staff provides food and TLC!

In addition to sniffing for drugs and suspicious packages, K-9 responsibilities include searches for people and property. Their community service work is *show business*: entertaining at day care centers, elementary schools and charity events.

CANINE DEMONSTRATION INFORMATION: TOM HAYDEN 6-5685

FOOD etcetera ...

Building 31 Cafeteria - not a pretty picture

Some of our News readers have commented on the sad state of the Building 31 Cafeteria. After a temporary shutdown, lines A&B are open again. All agree that it is not a pretty picture, however, Guest Services Inc. (GSI) has a *complete* renovation planned, set to begin in January, 1997 and be completed ten months later.

Taking the place of traditional serving lines will be **four full service food courts**, similar to those found in malls, which will offer soup and salad, rotisserie chicken, Mexican and Italian food, and pasta and pizza. Breakfast will still be served, from the food court stations. The renovation plans include new seating arrangements which will improve socializing possibilities, with more tables for parties of two, and more booths for four or more. New carpet and tiles, exciting wall colors and artistic wall treatments will all add to the ambiance.

Although the current *atmosphere* will not change until the makeover, Paul Horton, Director, Division of Space and Facility Management, has taken steps to improve the *food* selections right now. There are new kinds of salads, made-to-order burgers, and a pasta bar, in addition to many of the old “regulars” such as hot entrees and the “grab ’n go” pre-made selections. GSI will continue to provide food service throughout the renovation. Partitions will keep construction dust away from food. During warm weather, outdoor dining under courtyard tents will be an option.

Concession Stands: bigger and better

Since the beginning of the year, you may have noticed that your favorite concession stand was closed for a period of time. The Division of Space and Facility Management scheduled the renovations from January through October. Each of the

stands will have more space, improved accessibility, additional product lines...and even improved appearance! **The stands are located in Buildings 10, 12B, 31 and 35.** The new and improved inventory features coffee, tea, pre-made sandwiches, salads, microwave foods, six- packs of soda, fresh fruit, bread, milk, larger containers of cookies and snacks, and lottery tickets.

The impetus for this program was the elimination of tobacco products from the NIH. After many years of discussion and debate, the decision was in the hands of Dr. Varnus, who determined that the sale of tobacco products was in conflict with the health mission that NIH represents. With the full cooperation of the Maryland Vending Program for the Blind and concession stand management, all tobacco products were removed from NIH and its leased facilities. The **12B** stand was completed April 24. The remaining renovations are as follows: **Building 35** will be finished in July. **Building 31**—7/96-8/96, and **Building 10**—8/96-10/96.

INFORMATION: PAM JENKINS 6-3172

Thanks to GMLS for Summer Beauty

Look around the campus and the Animal Center: there is so much beauty and color! After such a long, hard winter, we deserve it. The same people who were responsible for snow-plowing (and not on the ski slopes) are also the ones to credit for the delightful flowers, rich mulching and lush lawns. They are the Grounds Maintenance and Landscaping Section of the Public Works Branch of DES/ORS! Whatever their chain of command, they have our gratitude for making our workday surroundings so rich and varied. If you have any comments on landscaping, trees, patios, sidewalks and water features, please call the contacts listed below.



INFORMATION:

*Campus Pat Wheeler, James Davis
or Lynn Mueller 6-4817
Animal Center Bill Dodson 6-9039*

INFORMATION: ARLENE WALLACE 6-4808

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For information about this WWW site, please contact *ORS Webmaster*
National Institutes of Health
Bethesda, MD 20892

from the Office of Research Services

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Travel Updates



Click Before You Go: http high tech trips please!

In the Wizard of Oz, Dorothy clicked her heels before she traveled back home. All you have to do is click on the mouse to visit Internet sites for some interesting travel information (*all Internet addresses begin with **http://***)—

CURRENCY RATES

<http://www.ny.frb.org/pihome/mktrates>

EMBASSIES

<http://www.embpage.org>

FEDERAL TRAVEL DIRECTORY

(includes contract carrier information and per diem rates)

<http://www.patsys.com/ftd/ftdmain.htm>

SUBWAY MAPS

<http://metro.jussieu.fr:10001/bin/cities/english>

TRAVELER ADVISORIES

<http://www.stolaf.edu/network/travel-advisories.htm>

(yes, the dash does get typed in!)

WEATHER

<http://www.cnn.com/WEATHER/index.htm>

INFORMATION: ANNE GILLEN 2-1661 OR <u>e-mail ag16g@nih.gov</u>
--

State and Local Hotel Taxes: When is a Federal Employee Liable?

The federal government is exempt from paying hotel tax, *but only when payment is made by the government **directly** to the vendor, for example, by Purchase Order.* In all other cases, even though Federal employees are reimbursed for their travel expenses by the Government, employees are obligated to pay the tax unless the state or local authority assessing the tax provides a specific exemption. Please note that the use of a government issued American Express credit card does not alter this situation. Additionally, per diem rates are set at levels that are intended to compensate employees for hotel taxes.

The following states currently offer exemptions to federal employees traveling on official business: Delaware, Florida, New York, Oklahoma, Oregon and Pennsylvania. Certain cities in California offer this exemption, as follows: Big Sur, Carmel, Carmel Bay, Concord, King City, Long Beach, Los Angeles, Millbrae, Monterey, Oxnard, Pebble Beach, San Bruno, San Francisco, Seaside and Ventura.

Tax exemption certificates are available from each individual state that offers the exemption. Most lodging establishments will have some forms on hand as a convenience, however, *it is the responsibility of the federal employee to obtain the proper tax exemption form.* So call ahead!

INFORMATION: GSA 703-305-5745

Foreign Currency Exchange

Through an exclusive arrangement with First Union Bank, Ober United Travel will arrange for NIH travelers to buy American Express Travelers Cheques in selected foreign currencies, at no charge. The British pound, Canadian dollar, French franc, German mark, Japanese yen and Swiss franc are all available at the prevailing exchange rate at the time of the transaction. This service can save you considerable time in your destination city and it takes advantage of the bank's usually favorable exchange rate.

To request currency exchange, complete a Currency Conversion form (available from Ober), and present it to Ober along with your check. Cheques will be ready for you to pick up in 3 business days.

INFORMATION: OBER 654-0644

Ober e-mail

NIH's Travel Management Center can now be accessed by e-mail, however, Ober does not currently have e-mail capability into the Reservations Systems or Travel Offices. They can receive your messages, but for most reservations matters, they will call to discuss options. Therefore, do not forget to include your phone and fax numbers. Ober will contact you within 24 hours.

When Ober agents have e-mail, they will correspond with NIH travelers who are using it, and may open e-mail to outside consultants and reviewers.

INFORMATION: [e-mail oberhq@ix.netcom.com](mailto:oberhq@ix.netcom.com)

NIH Travel Services Guides

The NIH TRAVEL SERVICES GUIDE was distributed desk-to-desk in April. If you did not receive a copy, please contact Anne Gillen. The guide contains important travel information, reservation procedures, and helpful tips. It also includes the following types of numbers: phone and fax for important offices and project officers, and for TTY and emergency contacts.

INFORMATION: ANNE GILLEN 2-1661 OR [e-mail ag16g@nih.gov](mailto:ag16g@nih.gov)

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Transportation News



NIH Transhare Updates

Paratransit Eligibility

A \$40-\$44 transportation subsidy is available for individuals who ride Paratransit instead of driving to work. Paratransit is the transportation system for people with disabilities who live in Montgomery County. **The 1st step** in the process is to call Gail Thorsen at 2-RIDE to find out if you qualify. If you do, proceed as follows:

1. You will be given an Application Form to complete
2. Bring the following to the Parking Office— Building 31/B3B04:
 - NIH Identification Badge
 - Recent Earnings and Leave Statement
 - Your completed application
 - Your parking permit and hanger, which must be turned in if you are to receive this subsidy
3. You will be issued an **NIH Transhare Commuter Card**.
4. Proceed to the R&W office in either Building 31 or EPS, and hand the clerk your NIH Transhare Commuter Card and NIH ID badge.
5. The clerk will give you your **Metrocheks**.

Each Ride-On token is worth \$1.10. Paratransit taxi drivers will accept Ride-On tokens or cash. Tokens and cash cannot be combined.

The *rush hour* charge is \$2.20 one way.
Non *rush hour* is \$1.80 one way.

Contact the ETSO to learn how and where to redeem Metrocheks for Ride-On tokens.

Six Month Renewals

In an effort to save time for NIH TRANSHARE participants and to also decrease traffic in the Parking Office, you will now receive a Commuter Card **verifying your eligibility for a six month period**.

The first subsidy period, for May through October of 1996, began on the first of May. The next renewal period will begin on November 1, 1996, for the period of November through April, 1997.

Double Subsidy Months

No, you don't get twice as many Metrocheks, but you will make twice as few trips to the R&W, *and* you will have more flexibility! Instead of receiving two Metrocheks every month, you will receive *four* Metrocheks *every 2 months*. This convenience also began on May 1, 1996 and is a component of the Six Month Renewal Program.

The double-subsidy months are defined as: May/June, July/August, and September/October. **Renewals begin in November for double subsidy months of Nov/Dec, Jan/Feb and March/April.**

There are exceptions for the first pick up for new NIH TRANSHARE participants. Please also note that if you withdraw from the NIH TRANSHARE program after you have received your Metrocheks for a double subsidy period, for example, for May/June, you will not be issued parking permits until July 1. Call the ETSO with any questions.

East-West Highway News ... creates commuting blues

The Route 410 (East-West Highway) bridge in North Chevy Chase, located approximately halfway between Wisconsin and Connecticut Avenues, is being replaced. The work has begun recently, and will take one year to complete. This construction will cause **major traffic disruptions**. During rush hours, one lane of traffic is maintained in each direction—currently and throughout the duration of the project! During off-peak hours, 9:30 am-2 pm and 7-10 pm, people wielding flags are alternating traffic up and down a single lane.

The current bridge is still structurally sound, but it is *68 years old* and the State Highway Administration likes to replace things before they collapse, thank goodness!

The new bridge will be 40 feet longer, wider, and more beautiful than the old one, with nice brickwork, fencing and lighting. It will have 14 foot outside lanes to accommodate bicycles, and 6 feet of sidewalk beyond that for pedestrians. Beneath the new bridge, there will be a trail, and enough clearance for possible future rail traffic.

J7 NEW Express Bus Service: use it or lose it!



Metrobus has given the NIH community a great gift: a new express bus route. The Rock Spring Park Express Line travels between the Silver Spring Metro, our *Medical Center Metro*, and Rock Spring Park, the home of the Rockledge Buildings. There is *an additional NIH stop at Center and West Drives*. If this service interest you at all, get on board—it is funded until December 1996, at which time its popularity will be assessed for its future existence.

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Exercise Opportunities



Health Clubs Offer Discounts to NIH Employees

Thanks to some hard-working people at DSFM, five area health clubs are welcoming *all* hard-working NIH employees—at discounted prices. The following chart shows the clubs that are currently participating, along with sample memberships. Some of the clubs have many levels—if so, we only included one for an example of the type of discount you can expect.

CLUB/CONTACT	INITIAL FEE	for NIH	MONTHLY FEE	for NIH
Aeroflex <i>TERRI BROOKS 984-7777</i>	199	49	49	45
Aspen Hill Racquet Club & Fitness Center	200	no fee	79	59
Athletic Express	199	no fee	69	49
Chevy Chase Athletic Club <i>EVIE GORIE 598-5200 for all three of the above</i>	175	no fee	89	76
National Fitness Institute <i>THOMAS MONTEBELL 258-26877</i>	99	49	43	43

These clubs offer a variety of exercise options...tennis, swimming and all kinds of weight and aerobic machines. Discounts range from moderate to terrific. Some clubs are waiving rather substantial initiation fees, some are discounting monthly fees, and others are doing both. Please call the contact people for information on club locations. Some have reciprocal arrangements with other clubs to broaden your options even further.

Spotlight on Exercise

Over the past few years, the NIH Worksite Health Promotion Action Committee has been working closely with the Office of Research Services to improve and expand the possibilities for exercise at NIH facilities. NIH employees enjoy walking, running, biking or swimming for fitness. Updated information on *on- and off-campus exercise options* appear in the Spring issue of the NIH Telephone and Service Directory under a section entitled "Employee Health Promotion." The same information is also available through the fitness centers in Building 31 and Rockledge, and the various visitor's information centers around campus.

Rockledge is the only facility accessible to *people with disabilities* since the others were constructed long before the passage of the ADA, however, access will be a vital part of the planning of any new facility.

Listed categories include the following features available **on campus**:

SHOWERS AND LOCKER ROOMS: interested exercisers can choose from 26 showers.

BIKE RACKS: 90 new ones installed in 1995, some in weather protected areas such as MLP8 and Building 36.

WALKING/JOGGINS PATHS: the NIH running club, Health's Angels, mapped out routes from campus into Rock Creek Park. For those who would rather stay closer to home, there are red markers around campus for self-guided, on mile Heart Walks.

Convenient Exercise Facilities: Rockledge presented a new one in June of 1995, and plans are being considered for Natcher.

R&W AEROBIC CENTER: R&W offers classes during lunch and after work.

The WHPAC welcomes your input!

INFORMATION: PAM JENKINS 6-3172

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The Paper Page ... mailing, copying, and printing info

Bulk Mail Blues: the junk stops here!

Everyone hates junk mail. Aside from the obvious waste of paper, unwanted bulk mail is also very costly: our Mail Service spends roughly \$270,000 per year—about 35% of its total incoming mail costs—to process it. A typical shipment of catalogs from a major mailer to NIH consists of thousands of pieces. Piled up, it would be about the size of a VW bug! When this mail lands in your wastebasket, as most of it does, it adds to the waste disposal budget. All these costs are billed to the ICD's.

The solution? The NIH Mail Service is providing a new **preprinted post card to request the cancellation of unwanted mailings**. Just affix your label onto the post card, address it to the sender, and mail it. The post cards are *free* — for now, so call soon!



INFORMATION:

Request Form NIH 2759: "Request for Deletion from Mailing List"
through your AO or from the Customer Service Section of Mail Services 6-3586

Despite reports to the contrary, technology has not eliminated paper ...

Self Service Copying

The Printing and Reproduction Branch of the Division of Support Services provides **six full-service manned copy centers**, in the following locations:

Building 1, Room B1-30
Building 10, Room 1C-282
Building 31, Room B4BN23
EPN, Room 111
6100 Executive Blvd., Room 5A07
Rockledge 2, Room 1177

NIH employees with a valid Universal Request or an individual Printing CSA number are welcome at the centers. Work can be submitted for completion by the DSS operators, or customers can use walk-up machines and copy their own material. Reproduction by DSS staff is six cents per copy. The “do-it-yourself” charge is half price: three cents per copy.

Full color copiers are located in the Copy Centers in Building 1, Building 31, and EPN. Color copies are \$1 each.

INFORMATION: PRINTING PERSONNEL 6-6781
--

Full Service Printing and Copying

If you have developed a new brochure and do not know what your printing options are, or if you have an annual conference scheduled for next week and a last minute change requires **hundreds of pages of copying**, do not fear ... the Printing and Reproduction Services Branch (PRB) is at your service! This branch of the Division of Support Services offers customers a vast array of services, including printing, binding, duplicating, manual issuance requests, mailing key data bases, and delivery of printed materials.

PRB provides convenient access for customers at their hub in Rockville, two satellite locations, and six walk-up copy centers, listed to the left under “Self Service Copying.” The solution to your printing and reproduction needs may only be a phone call away. Keep the following list of PRB contacts who are waiting to assist you:

Printing Procurement Services	<i>Reginald Russell</i>	6-6077
Printing Production Services	<i>George Bennett</i>	6-4808
Building 31 Satellite Facility	<i>David Pair</i>	6-0552
Rockledge Satellite Facility	<i>James Webb</i>	5-0460
Building 1 Copy Center	<i>Robin Minor</i>	6-5470
Building 10 Copy Center	<i>Kenneth Lewis</i>	6-4410
Building 31 Copy Center	<i>James Jordan</i>	6-3778
Rockledge Copy Center	<i>Tina Ferrell</i>	5-0049
EPN Copy Center	<i>Tyrone Carey</i>	6-0868
6100 Exec Blvd Copy Center	<i>Cheryl Blackwood</i>	2-1980



Extra, Extra: more NEWS!

In response to your requests for extra copies of **NEWS: TO USE!**, the Printing and Reproduction Branch of DSS is pleased to offer additional copies of each current issue until supplies run out.

INFORMATION: TIM TOSTEN 6-6121
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US A LINE!

Mr. Steve Ficca, the Associate Director for Research Services, would like to respond to your questions, comments and suggestions ... or is there anything you would like to know about the Office of Research Services but were afraid to ask? Here is your change!

Topic Discussions:

- most useful information in this newsletter
- subjects that should be addressed in a future issue
- general comments
- specific questions

Your name: _____

Building & Room: _____

Phone Number: _____

_____ Please check if you would like your comments & our response to be kept confidential.