

ORS News2Use

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New Northwest Child Care Center

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The Office of Research Services (ORS) and Office of Research Facilities (ORF) will begin construction of the new Northwest Child Care Center at 23 Center Drive this March. This center will fulfill a critical need for NIH's child care programs. The new facility will provide a licensed capacity of up to 170 children, from infants to 5 years of age, and child care support staff.



The Northwest Child Care Center will supplement the existing East Child Care Center, as the need for daytime child care has outgrown the existing facility. The new site was primarily selected for convenience and accessibility for parents located on the Bethesda campus.

The NIH infant care program has been located in a "temporary" structure for over 10 years and this new child care center will finally provide a permanent home for the infant care program. As soon as the doors to the Northwest Child Care Center open, the T46 Modular Child Care Facility will be removed from the NIH Bethesda campus.

The new Northwest Child Care Center will be a part of a campus with a long history and established institutional character. The project site is located next to a protected forest environment and the surrounding landscape of the site along with the adjacent Family Lodge, Children's Inn and NIH Fire Station allow the new facility to relate to a less (continued on page 4...)

MaCS - A New Scheduling Tool



Have you ever unknowingly scheduled a meeting in the middle of a construction project or utility shutdown? Have you ever strained to hear a guest speaker over the ruckus produced from drilling or demolition? If you have had any of these problems then MaCS, the

new **M**eeting and **C**onstruction **S**chedules application, was made just for you!

MaCS is a central source for viewing construction, renovation, repair, utility shutdown and site coordination projects while simultaneously viewing upcoming

and ongoing important events, conferences, and meetings on the NIH Bethesda campus. This tool helps to alleviate potential conflicts and noise and other disturbances.

The idea for MaCS first originated at the annual partnership conference between the Office of Research Facilities (ORF) and the Office of Research Services (ORS) and was developed by the Information Technology Branch (ITB). MaCS is a web-based

application available to anyone with a valid NIH e-mail address. This tool pulls information from a scheduling application utilized by Events Management and several ORF databases that track ongoing construction projects, renovations and utility shutdowns.

Click [here](#) to begin using the MaCS. For questions or concerns about MaCs, contact [ORF](#).

Coming Soon: NIH Library Technology Sandbox

Over the last year, the NIH Library has been planning for the implementation of a new space called the “Technology Sandbox.” This space will serve as a creative digital commons for the NIH and HHS community to explore, collaborate, develop, and share new technologies.

The Technology Sandbox will be located on the first floor of the NIH Library (in the Reading Room). It will be divided into three activity zones:

- (1) A **Collaboration Zone** featuring two pods, each equipped with a PC, plasma screen, headphone sockets, and a whiteboard.
- (2) An **Information Zone** offering reference and circulation services, a place to reserve the collaboration pods and other technology, and the availability of staff that can provide technology consultations.
- (3) A **“Storefront”** that will serve as an area to explore innovative hardware and software projects developed at the NIH, including a Makerbot 3D printer, Apple and Android devices, and bioinformatics workstations. *Note: the purpose of this space is to raise awareness of emerging tech-*

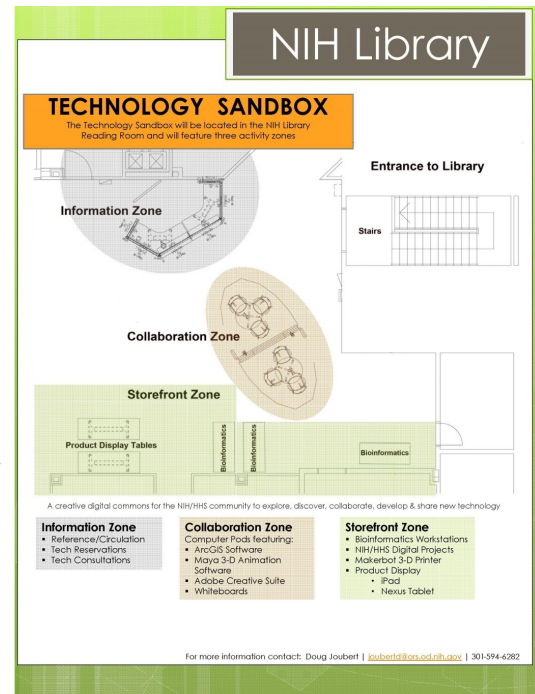
nologies and applications developed at NIH. No products will be sold in the Storefront.

There are many possibilities for the Technology Sandbox, including:

- Collaborating with colleagues on projects with visualization or GIS components.
- Test-driving an iPad mini or Google Nexus tablet.
- Working with NIH Library staff to develop skills in digital design, GIS, or computer animation.

For additional information or questions about the NIH Library Technology Sandbox, contact the Library at (301) 496-1080 or nihlibrary@nih.gov.

The NIH Library in Building 10 serves the information needs of the NIH staff and selected Department of Health and Human Services (HHS) agencies. Full-text online journals, the library catalog and other resources, and information about the Library are available on the



Library's website: <http://nihlibrary.nih.gov/>.

To stay up to date on the Library, subscribe to our [e-news](#).

The NIH Library is part of the Office of Research Services (ORS) in the Office of the Director (OD).

K-Cup Vending Machines Available in Building 31



A K-Cup vending machine was recently installed in the 6th floor, Building 31 Conference Center this past January. This installation was a result of a new partnership among the ORS Division of Amenities and Transportation Services (DATS)

Food Services, NIH Events Management, the Maryland Department of Rehabilitation Services and Black Tie Vending Services.

This new vending machine easily accommodates meeting attendees, 6th floor staff and any other visitors without the hassle of leaving the floor. The machine offers 12 K-Cup options – 8 coffees of varying roasts and flavors, 3 teas (black, chai and green) and hot chocolate. There are also three Keurig brewers to lessen the wait time. The ultimate goal is to provide a great cup of coffee or hot beverage at a reasonable price, \$1.25 per cup. There are 5 brew sizes available -- 4 oz., 6 oz., 8 oz., 10 oz. and 12 oz. along with 12 oz. disposable cups, creamer and three types of sweetener. The machine accepts credit cards, bills or coins.

The K-Cup vending machine holds

1,000 cups, approximately 83 for each product. Black Tie Vending Services is able to remotely monitor the purchases and restocks the machine as needed.

Events Management staff members are asking that only the K-Cups purchased from the vending machine be used in the brewers. There are costs associated with restocking the cups, sweeteners and creamers when K-Cups are not being purchased simultaneously.

For more information, please contact Events Management at (301) 435-2208 or e-mail nihvntsmgt@mail.nih.gov.

12th Annual Immigration Conference

Each spring, the Division of International Services (DIS) hosts an Immigration Conference for all NIH administrative staff. The 12th Annual Immigration Conference will be held on May 7-8, 2014, at the Natcher Conference Center in Bethesda, Maryland.

The DIS Annual Immigration Conference aims to educate NIH administrative staff about the procedures involved in recruiting and retaining foreign national scientists in the NIH Vis-

iting Program. Training sessions range from the basics to those for veterans of our annual Immigration Conference.

DIS provides immigration related services for visiting foreign national scientists in the NIH Visiting Program, as well as to the NIH Intramural Research Program (IRP) community. The DIS mission is to provide the highest level of professional guidance and immigration related services to the NIH IRP

and to visiting foreign scientists. DIS is in place to ensure that the NIH maintains compliance with all applicable U.S. Immigration laws governing the stay of visiting scientists in the United States.

For more information about the Immigration Conference, please visit the [DIS conference webpage](#). For questions or concerns, visit the DIS [HelpDesk](#) for a listing of Frequently Asked Questions (FAQs) or submit an inquiry.

Prevent Fires in Your Kitchen

The #1 leading cause of home fires and fire injuries is kitchen fires!

More home fires start in the kitchen than anywhere else. In 2011, cooking was involved in an estimated 156,300 home fires that caused 470 deaths, 5,390 injuries, and \$1 billion in property damage. These numbers could be greatly reduced if people paid more attention when they cooked and practiced simple fire safety measures and behaviors.

- Unattended cooking is the leading cause of kitchen fires. In fact, two-thirds of home cooking fires started with the ignition of food or other cooking materials. Stay in the kitchen when frying, grilling, or broiling food. Turn off the stove or oven if you leave the room, even for a short period of time. When simmering, baking, roasting, or boiling food, stay in the home, check food regularly, and use a timer to remind you the oven or stove is on. If you must leave your home, even for a short period of time, turn off the oven or stove. When you are finished cooking, turn off all burners and ovens.
- Keep anything that can burn like oven mitts, wooden utensils, and paper towels a safe distance away from the stovetop.
- Wear short, tight-fitting, or tightly-rolled sleeves around the stove.
- If your clothes catch on fire, stop, drop, and roll over and over to put the fire out. Seek immediate medical assistance.
- Regularly clean up food and grease from the stovetop, burners and oven.
- Do not use the oven and/or stove if you are drowsy, have consumed alcohol, or are using drugs.
- Be ready to react quickly to a cooking fire. When in doubt on what to do, just get outside! Close the door behind you to help contain the fire. Then call 911 or your local emergency phone number.
- If you try to fight a cooking fire with a portable fire extinguisher, make sure: you have a clear exit path; other occupants in the home have been alerted and are leaving the home; and, someone is calling the fire department on 911 or your local emergency phone number.
- If a small grease fire starts and has not spread beyond the pan, smother the fire by carefully sliding a lid or cookie sheet over the pan to completely cover it. Turn off the burner, and leave the pan covered until it is completely cool. Never move the pan or throw water on a grease fire. Be sure to always keep a lid and oven mitt nearby when you're cooking to use in case of a grease fire.
- If a conventional oven or microwave



oven fire starts, turn off the power to the oven and keep the door closed.

- For families with children and pets, maintain a kid and pet free zone. Keep them at least 3 feet away from the stove when food is cooking. Use back burners to keep hot things further away from children.

In 2011, cooking caused almost half (44%) of reported home fires, one of every five (19%) home fire deaths, two of every five (39%) home fire injuries, and 15% of direct property damage.

Don't underestimate the speed and power of fire. A small kitchen fire can turn deadly in a matter of minutes. (continued on page 5...)

New Northwest Child Care Center

(continued from front page...) institutional context, and feel more like a residence. The steep slopes and wooded environs provide desirable views and the opportunity to orient the classrooms and playgrounds to the natural setting. The new 21,000 square foot facility also includes drop-off and pick-up parking adjacent to the building.

Bolder design features include a high stone bell tower at the building entrance, a large roof structure over the



multipurpose room and two clerestory scoops (high windows) over the Pre-school classrooms. The brick veneer and detailing selected for the facility will match the brick veneer and detailing used in the construction of the Clinical

Research Building (Building 10) increasing visibility significantly. The design is intended to fit in nicely with the other buildings on campus but also to stand out as a unique building, tailored to its youthful inhabitants. The height of the entrance porch roof, entrance doors and window sills are all kept at a residential scale to provide the children with a welcoming appearance that allows them to positively identify with the building. Wood accents in the form of siding at the entrance, exposed

wood structure at the porches and wood roof decking also lend themselves to creating a less-institutional material palate for the children.

The proposed building is U-shaped to maximize daylight and access to the playgrounds. The main entrance is located on the east side of the building at the same elevation of Central Drive and

the front door. The south wing of the building is partially submerged below natural grade. Along the north wing of the building, retaining walls are required to create playgrounds that are at the same level as the building's finished floor. The playground platform will be graded along the northwest to create a gentle sloped pathway connecting the playground with the natural forest environment.

Each classroom has direct access to the outdoors by way of a covered wooden porch that provides sun shading and rain protection. The administrative and support spaces include offices for the director and staff, a kitchen, a staff lounge, a laundry room, multiple storage rooms, and a mechanical room. There is a large multipurpose room as well as small reading nooks incorporated into the corridor and public spaces.

The NIH is planning a Groundbreaking Ceremony for the spring. We look forward to this exciting addition to the campus. For more information contact DATS at (301) 402-8180.

DIS Gingerbread House

For the third year in a row, the Division of International Services (DIS) represented the Office of Research Services (ORS) in the Clinical Center's Annual Gingerbread House decorating contest! This year marked the 10th year of this fun competition. Over the past nine years, numerous teams have come together to impress the NIH community with their incredible confectionary masterpieces. Each team is provided with a pre-made gingerbread house that must be used in their creations; teams, however, may use additional materials to enhance their creation – just as long as everything visible on the house is edible! In anticipation of an overwhelming number of entries, for the first time this year, teams were limited to a 2x2 foot base to ensure adequate room for display.

After some serious brainstorming, the DIS Gingerbread team decided to re-

create the Hogwarts Castle from Harry Potter. The castle was constructed entirely of gingerbread, complete with lemondrop stained glass windows and candy Christmas lights. The residents of Hogwarts adorned the front lawn of the wintry castle. Harry Potter, Ron Weasley, Hermione Granger, Hagrid the groundskeeper, and the evil Lord Voldemort, were all there in fondant form, along with their animal companions, Hedwig the owl, Scabbers the rat, and Crookshanks the cat. The gingerbread Hogwarts Express train brought candy presents to the witches and wizards studying magic at Hogwarts, and even an incredible dragon perched atop one of the snow covered roofs.

Houses were judged by staff, patient, and visitor ballots, with a special category of "most likes on Facebook."



While the DIS Hogwarts Castle didn't win, the team enjoyed working together as a way to enjoy the NIH holiday festivities and is excited to continue the tradition next year. This year's DIS Gingerbread team included Rebecca Custer, Katie Franklin, Maria Lugo, Katie Newberger, Lindsay Williams, and Sarah Wilson.

DMMS Parcel Ground Service

What is it?

The Division of Mail Management Services (DMMS), through an agreement with USPS, offers all Institutes and Centers (ICs) a nationwide, economical, date-certain, guaranteed parcel ground delivery service available to any physical address (not P.O. Boxes) within the 48 contiguous states, at a significant cost savings.

In addition to guaranteeing delivery from 1 to 6 days, depending on delivery zone, this service also allows customers to track parcels by telephone or using the Internet. All ground service parcels are automatically insured for a value up to \$100.

When parcels meeting weight requirements up to 70 pounds are received, DMMS will perform a cost and transit time comparison between

the USPS and the parcel ground service to determine which carrier will be the most cost effective and provide the least transit time for NIH parcels. Customers may also request that their parcels be dispatched via the parcel ground service.

Procedures For Using Parcel Ground Service

No special requirements are needed. Prepare the parcel in accordance with USPS addressing standards and place in the NIH outgoing mail stream. Customers with parcels too large to fit into collection boxes should contact the Mail Customer Service Branch at (301) 496-3586 to schedule a pick-up. Customers located near DMMS satellite mail facilities may always take packages there or call for assistance if



the parcel is too large to carry. Customers with high-volume mailings meeting weight requirements should contact the Mail Customer Service Branch early in the planning stage.

Additional information on the parcel ground service and other subjects regarding mail can be found in the [online Mail Services Guide](#).

Prevent Fires in Your Kitchen

(continued from page 3...)

Most people assume they have more time to escape than they actually do. When fire strikes, speed is essential. Fires can spread rapidly through your home, engulf it in smoke and flames, and make escape readily impossible in just a few minutes.

If you have any questions regarding kitchen fire prevention, please contact the Division of the Fire Marshal, Office of Research Services at (301) 496-0487.

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