

HANDY TIPS

A

Administrative Directory

To obtain a Faculty and Administrative Directory email ubcdir@ubc.ca

Alarms

Deans Office, IRC and TEF. If you require an alarm code you will be issued one from the Facilities Office (604-822-7291). Email your selected 4 digit access code to the Facilities Office.
(bbcchan@interchange.ubc.ca)

B

Benefits

604-822-8701 or 604-827-3212
www.finance.ubc.ca

Bookstore

www.bookstore.ubc.ca

Bus

Bus schedules are available on the wall by the UBC Hospital cafeteria or at the UBC Trek office www.trek.ubc.ca or at BC Translink
www.bctransit.com

C

Catering

All catering orders need to be preapproved
UBC website www.ubccatering.ubc.ca (for specific catering needs); UBC Food Services www.foodserv.ubc.ca manages food services for the University
AMS Catering - www.ams.ubc.ca/catering

Child Care Services

www.childcare.ubc.ca



Computers

Computer hook-up and department program instructions will be presented to you by the Technical Support Team on your arrival; including access to the Dentistry Intranet, email, room booking and calendar system. Email account will not be set up until you receive your offer letter with employee identification number.

Responsible Use of Information Technology Facilities and Services
Policy # 104: www.universitycounsel.ubc.ca/policies/policy104.pdf

Couriers

JBM – Room 384
IRC – Deans Office Reception
TEF – 1st & 2nd year Program Assistants
TST – Financial & Administrative Assistant

Courses

Continuing Studies www.cstudies.ubc.ca
HR -Organizational Training and Development – MOST Courses
604- 822-9644

D

Dentistry

www.dentistry.ubc.ca

E

Elevators

IRC elevators are locked each weekday evening at approximately 6:00 p.m. by custodial staff and unlocked the following morning at approximately 6:30 a.m. For elevator breakdowns and other problems, please contact Maureen Dunn @ 822-3737

JBM - elevators are locked evenings after 6:00 pm. The north side elevator has fob access for after hours use for those people with 3rd floor access.

TEF – Elevators are open 24 hours a day for those with building access

TST – Elevators opened at 7:00 am and locked 6:00 pm

Emergency

UBC Emergency Procedures see Page 4 & 5 of the Faculty and Administrative Directory at your work station.

Equipment AV

JBM – Peter Hinz – 604-822-3552

IRC & TEF – Bruce McCaughey – 604 – 222-6855

F

Faculty Administrative Directory

Supplied in your Orientation Package

Fax Machine

IRC located in the kitchen area (604-822-4532)

JBM located in mailroom 384A on the 3rd floor (604-822-3562)

TEF located in the kitchen area (604-822-6989)

TST located in the kitchen area (604-228-4288)

Finance

Payroll and benefits - 2075 Wesbrook Mall, 604-822-2417

www.finance.ubc.ca

Fire Drills

If you hear continuous (long and short bells) fire alarm in the building, please leave your workstation/office immediately and exit the building using the nearest exit – if applicable close all windows and interior doors on your way out. Do not use the elevator.

IRC - staff meet at the north entrance of the building.

JBM - staff meet in the parking lot in front of JBM.

TEF - staff meet in the parking lot beside TEF.

TST – staff meet in the courtyard in front of Starbucks.

Food Facilities

UBC Food Services listed in the Faculty Administration Directory

Sage Restaurant - www.sage.ubc.ca

University Golf Club – www.universitygolf.com

Village

Food Court

One More Sushi

MacDonalds

Vera's

U Café

Starbucks

University Pizza
University Chinese Restaurant

Student Union Building (SUB)
Gallery Lounge
Pendulum Restaurant
Pit Pub

Furniture

Requests/complaints contact Facilities Manager (604-822-7291)

G

Garbage/Recycling

Blue recycle bins and garbage containers at your workstation should be emptied regularly as it is not the responsibility of the office cleaning staff. Recycling containers are located in the IRC kitchen area and JBM east and west hallways.

H

Health Safety & Environment

(website under construction)

Hospital Shuttle

There is a van shuttle between VGH, St. Paul's, BCCA, Children's Hospital and St. Vincent's Hospital. On the Point Grey campus, the shuttle picks up to the left of the Emergency entrance doors of the UBC Hospital. A brochure is provided in your orientation materials that outlines this free shuttle service, available to Faculty, Staff and Students.

Housing

www.housing.ubc.ca
www.ubcproperties.ubc.ca

Human Resources

www.hr.ubc.ca
HR Advisor for Dentistry (please consult website for information)

I

IRC Building

Deans Office is located in IRC

Maintenance: The Facilities office receives regular notices of any work to be performed in the building (e.g., painting, carpet cleaning) and will notify staff affected via the Intranet.

Staff Room: The Faculty/Staff lunch room, located on the 2nd floor is for all employees.

Photocopy Room: A high speed copier is available for office use, which is located beside the elevator on the 3rd floor of the IRC. Your supervisor will show the basics of operating this machine but if you need more detailed instructions, have your supervisor arrange a training session 604-822-4532.

J

JBM Building

Maintenance: The Facilities office receives regular notices of any work to be performed in the building and will notify staff affected via the Intranet.

Staff Room: Faculty/Staff lunch area on the 2nd floor

Photocopy Room: A high speed copier is available for office use in Room 361 on the 3rd floor

K

Keys

All keys are issued from the Deans Office upon receipt of an access submission in writing from your supervisor or Department head to the Facilities office.

The Deans office will have a key request form and an authorization memo (if necessary) ready for pick up at the Dean's office reception within 48 hours of the request. Requests are usually processed by noon the next day. You then take these items to the General Services Admin Building (GSAB) 2nd floor to the Parking and Access Control Services. There is a \$20.00 refundable fee payable by you, the employee, and will be returned upon resignation of your keys. Most requests are processed upon the spot; however, higher security keys may take a few days to be released. It is always best to call the key access office first, 604-822-6786, before going over.

See Swipe cards and Alarms

Kitchen

IRC, TEF, Dean's office, JBM and TST kitchens are for these building staff members and meeting preparation. As these are shared spaces, we ask that you wash and put away your own dishes and keep the kitchens clean and tidy. In IRC each employee is assigned kitchen duty and during the assigned week the designated duties are required as posted on the fridge.

L

Library

www.library.ubc.ca

Our assigned Librarian for Dentistry is:

Kathryn Hornby, 604-822-5810, IRC–Woodward Biomedical Library

M

Mail

IRC – mail is delivered and picked up each morning

JBM – mail is delivered to the 3rd floor department office and distributed in the mail slots.

TEF – mail is put in the TEF mailbox's on the 3rd floor of JBM and 3rd floor of IRC. The mail is picked up by a TEF staff member.

Maps

Dentistry & UBC maps are included in your orientation package

Dentistry maps are available on the Intranet

Meeting Rooms

Within the Deans office (IRC and JBM) there are a number of rooms available for meetings. These rooms and required meeting equipment should be booked through the Deans Office Receptionist in IRC and by the Faculty Support Secretary in JBM.

N

O

Office Computer Security

For security of information, while you are away from your desk, it is recommended that you lock your computer using the "CTRL + ALT + DEL" keys simultaneously and then select "Lock Computer". To unlock the

computer hit “CTRL + ALT + DEL” keys simultaneously again and type in your password.
Always remember to close your office window before leaving for the day. Leaving the windows open during unexpected weather can cause damage to property.
Remember to log off from your computer and switch off your monitor at the end of the day. In addition, turn off calculators, heaters, fans etc.
When you are going to be absent from the office always leave a voice mail message as well as update your online calendar and email response.

Office Supplies

IRC – all orders for office supplies are taken care of by the Deans Office Receptionist.
JBM – all orders for office supplies are taken care of by the Faculty Support Secretary on the 3rd floor.
TEF – all orders for supplies are taken care of by the 1st and 2nd year Program Assistants.
ORAL HEALTH CENTRE - TBA

P

Parking & Access Control Services

Parking Pass
www.parking.ubc.ca

Payroll

Financial Services – payroll contact listed by letter of your last name in the Faculty Administrative Directory

Pension Office

www.pensions.ubc.ca

Phone List

The Dentistry phone list is available on the Intranet. Changes to the phone list should be submitted to TST.

Q

R

Recreation

Thunderbird Winter Sports Centre (www.icerink.ubc.ca)
Public Skating
Squash
Drop in Hockey

UBC Aquatic Centre (www.aquatics.ubc.ca)

Whirlpool

Gym

Sauna

Whirlpool

Student Union Building - 6138 Student Union Blvd.

Pit Pub

Gallery Lounge

Movie Theatre

Pendulum Restaurant

Remote Desktop

Remote Desktop enables you to hook up to your work desktop and access your files from your home computer. If you require access to remote desktop contact TST (604-822-8058)

S

Security

Campus Security – 822-2222

Contact Campus Security first to report break-ins, thefts etc and then the Facilities office.

Contact Facilities office (604-822-7291) to report Faculty of Dentistry break-ins, thefts etc.

RCMP - 224-1322

Staff

Duties and Responsibilities listed on the Intranet

Swipe Cards

JBM – You will be issued a swipe card from the Facilities office (604-822-7291)

TEF – You will be issued a swipe card from the Facilities office (604-822-7291)

T

TEF

Maintenance: TEF is operated by Discovery Parks. They provide on-site services in regards to any problems that may arise, as well as daily work such as recycling and garbage.

Staff Room: Faculty/Staff kitchen area with fridge, microwave, kettle and coffee maker

Photocopy Room: The photocopier is located in the kitchen area.

Telephones

Contact the Facilities office (604-822-7291) for new phones, trouble calls etc.

Travel

Travel Policy - www.universitycounsel.ubc.ca/policies/policy83.html

Travel Agents

Travel Cuts – 604-822-3334

North South Travel 604-736-7662

BTI Canada Travel 604-331-

TREK (Transportation including car pool, bus pass etc.)

www.trek.ubc.ca

TST

Maintenance: Cressey Development Corp. provides building maintenance. Executive Building Maintenance looks after cleaning, recycling and garbage.

Staff Room: Kitchen area with fridge, microwave, kettle, coffee machine and toaster oven

Photocopy Room: The photocopier is located in the kitchen area

U

University of British Columbia

www.ubc.ca

University Town

www.universitytown.ubc.ca

V



W

Washrooms

IRC Located: On the 2nd and 4th floors

JBM Located: on the 1st and 2nd and 3rd floors

TEF Located on the 3rd floor

TST Located 2nd floor east hallway

X

Y

Z