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37 OTHER RESOURCES
The renovation of Robertson Hall was governed by distinct project objectives specific to the existing building and the Princeton School of Public and International Affairs. These included the reorganization of academic centers, offices, and departments to provide a clear identity for each unit within the School while providing flexible collaboration space.

The design focused on sustainability, health, and well-being, including upgrades to thermal comfort, access to natural light, and ventilation while embracing the architectural heritage of this iconic building on campus.
Project Objectives

Create a Highly Collaborative Academic Work Environment
• Develop an open environment to encourage communication
• Improve connectivity within the building
• Employ public spaces as connecting spaces rather than dividing spaces
• Increase corridor width and provide ad hoc meeting spaces
• Develop a balance between collaboration spaces and quiet individual workspaces
• Accommodate visitors graciously and allow for collaboration in offices
• Provide a sufficient quantity and a variety of types of meeting or lounge spaces
• Employ state-of-the-art AV systems that afford global connectivity
• Provide central location for mailboxes

Respond to the Unique Architectural Heritage of Robertson Hall
• Renovations to be contemporary and harmonious with the building’s unique architectural heritage
• Enhance the building’s visual connection to campus and Scudder Plaza

Individual and Collective Identity
• Reinforce the identity of the Princeton School of Public and International Affairs
• Express individual identities of the Centers within PSPIA

Develop Improved Wayfinding
• Clear layout and orientation of program spaces combined with a clear signage system

Demonstrate a Commitment to Sustainability, Health, and Wellbeing
• Provide access to natural light and natural ventilation
• Develop lighting that minimizes power use

Improve Acoustic Performance
• Provide robust acoustic separation between work spaces, circulation spaces, and meeting rooms
• Provide acoustic separation between the lower lobby and the 4th floor lobby

Improve Thermal Comfort
• Improve the control systems that impact thermal comfort
• Improve thermal comfort with an improved envelope and improved mechanical systems

Flexibility and Durability
• Develop prototypical office sizes optimizing flexibility for future change
• Specify durable and easily maintainable materials
Department Layout
Level 1

FLOOR OCCUPANTS
GRADUATE PROGRAM
UNDERGRADUATE PROGRAM
Department Layout
Level 2

FLOOR OCCUPANTS
PUBLIC AFFAIRS AND COMMUNICATIONS
FACULTY, LECTURERS AND OTHER VISITORS
Department Layout
Level 3

FLOOR OCCUPANTS
CENTER FOR POLICY RESEARCH ON ENERGY AND THE ENVIRONMENT
Amenities/Technology

PSPIA Meeting Rooms

PSPIA meeting rooms will be reserved through the EMS system. [https://conferences.princeton.edu/ems](https://conferences.princeton.edu/ems)
FAQs [https://conferences.princeton.edu/ems/faqs](https://conferences.princeton.edu/ems/faqs)
EMS user guide [https://conferences.princeton.edu/ems/ems-user-guides](https://conferences.princeton.edu/ems/ems-user-guides)
For additional information or questions, please email [ems-support@princeton.edu](mailto:ems-support@princeton.edu).
University Scheduling is also an excellent resource for those with questions about the web app, and they may be reached at (609) 258-2244 or [schedule@princeton.edu](mailto:schedule@princeton.edu).
Registrar classrooms will be reserved through the EMS system. [https://conferences.princeton.edu/reserve-space](https://conferences.princeton.edu/reserve-space)

Refer to Amenity and Technology plans (p 13-17) for details.
PSPIA meeting room list for Robertson Hall:
- Level 1: Meeting Rooms 109, 120
- Level 2: Meeting Rooms 206, 212
- Level 3: Meeting Room 322
- Level 4: Meeting Rooms 402, 408, 417, 418, 420, 430

Meeting Room Light Switch Controls

FULL ON

MEETING / PRESENTATION

VIDEO CONFERENCING

OFF

3 Scene Buttons
Tap once: Sends device to preset levels.
Press and hold for 6 seconds: Saves new preset level or position.

OFF Button
Lights dim to off.
Amenities/Technology

Telephone Rooms
Telephone rooms are located throughout the building. Refer to amenity plans for locations starting on page 13.

Copy Rooms and Printers
Copy rooms and printers are located throughout the building. Most are associated with departmental offices or work/study areas. Refer to the floor plans starting on page 13 to find one near you. Please be considerate and keep them neat and functional. For troubleshooting and/or printer connections refer to https://spia.freshservice.com/support/home.

Pantry and Dining Room Locations
Pantries are located in several of the departmental office areas. Refer to the floor plans starting on page 13 to find one near you. Please be considerate and keep them clean and functional. For meals, Shultz Dining Room is located on level 1 (see page 7). More information about the cafe, including hours and menus, will be posted at https://dining.princeton.edu/.
About The Building

Temperature Control

Thermostatic sensors have been installed in your building to collect temperature data. Some thermostatic sensors do not display the temperature; they merely sense it. Others not only sense the temperature but display it as well. The data collected by these sensors determine whether the system needs to increase or decrease the amount of heated or cooled air coming into your individual area. Sensors that display temperature may be set to the desired temperature called a set point, provided it is within the standards established in the University Conservation Initiatives. Unless special circumstances warrant some changes from the norm, we heat to 68° F (20° C) in the winter and cool to 78° F (26° C) in the summer. Detailed information about the University Energy Conservation Initiatives can be found on the Facilities website at https://facilities.princeton.edu/services/guides/university-conservation-initiatives-guide.

Tips for Occupants

Please follow these guidelines to help ensure that the heating and cooling systems in the building perform properly. Keep heat-producing elements such as computer monitors, TV screens, etc., away from any temperature sensor. Failure to do so will result in the artificial increase of the air temperature around the sensor and reduce the flow of heat or increase the flow of cooled air to the building. Opening a window in warm weather will shut off the cooling system in that area. Keep windows closed when it's cold outside. If the temperature in one part of the building drops because a window is open, the flow of heat may increase to the entire building based on the erroneous temperature reported by a sensor in that area. If your thermostat reads at a temperature above or below the setpoint, please contact the Help Line at (609) 258-9028.

Lighting

The building was planned, designed, and built to support the sustainability mission of the University. One key feature of the building that helps optimize energy efficiency is the sophisticated lighting control system. The lighting system is made up of microprocessors and environmental sensors. These components combine to provide energy savings, increased comfort, and reduced maintenance. Most of the system is invisible to the building occupants. While the energy savings can be dramatic, the effect of the system in offices or work areas is subtle.

You can still turn the lights on and off manually, but the system will automatically turn off lights in unoccupied areas. By using the daylight sensor, the system will read the amount of light coming through the windows and adjust the brightness of the room’s lights to compensate. This is not just simply a dimmer—one may notice that the lights nearest a bright window will dim more as they are not really needed. The lights farther from the window will dim less—the goal is to have even lighting throughout the room. This is where much of the energy savings come from, a technique known as “daylight harvesting.” At night, or on very dark days, the lighting automatically goes to the preset “fully bright” setting. One consequence of using environmental and occupancy sensors is that there may be some “fine-tuning” necessary to optimize the performance.
About The Building

Office Sign
8 1/2" x 11" paper insert slides into roller bar at bottom of sign

Meeting Room or Group Room Sign
11" x 17" paper insert slides into roller bar at bottom of sign

Room Signs
Room signs will accommodate additional paper inserts by sliding them into the roller bar at the bottom of the sign holder.
# About The Building

## Cisco Telephone Guide

### Unity Connection Voice Mail

**With Unified Messaging**

<table>
<thead>
<tr>
<th>Voicemail from your desk:</th>
<th>Voicemail from an outside line:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Press the Messages button</td>
<td>• Dial (609) 23VOICE or (609) 268-6423</td>
</tr>
<tr>
<td>• Enter your PIN followed by #</td>
<td>• Press *</td>
</tr>
<tr>
<td><strong>Mailbox ID</strong>: 5-digit extension</td>
<td>• Enter your Mailbox ID Number followed by #</td>
</tr>
<tr>
<td><strong>Starter PIN</strong>: Sent via email</td>
<td>• Enter your PIN followed by #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Press 1</strong> To play new messages:</th>
<th><strong>Press 2</strong> To send a message:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>During Message Review</strong></td>
<td><strong>Message Options:</strong></td>
</tr>
<tr>
<td>Repeat 1</td>
<td>1. Mark message urgent</td>
</tr>
<tr>
<td>Save 2</td>
<td>2. Request return receipt</td>
</tr>
<tr>
<td>Delete 3</td>
<td>3. Mark message private</td>
</tr>
<tr>
<td><strong>Slow</strong> 4</td>
<td>4. Set future delivery</td>
</tr>
<tr>
<td><strong>Vol.</strong> 5</td>
<td>5. Review recording</td>
</tr>
<tr>
<td><strong>Fast</strong> 6</td>
<td>6. Re-record message</td>
</tr>
<tr>
<td><strong>Back</strong> 7</td>
<td>7. Add to the message</td>
</tr>
<tr>
<td><strong>Pause</strong> 8</td>
<td># Send message</td>
</tr>
<tr>
<td><strong>F. Fwd.</strong> 9</td>
<td><strong>Tips:</strong></td>
</tr>
<tr>
<td><strong>Cancel</strong> *</td>
<td>• Exit or back up</td>
</tr>
<tr>
<td><strong>Help</strong> 0</td>
<td>• 0 Help</td>
</tr>
<tr>
<td><strong>End</strong> #</td>
<td>• ## Number and spelling entry toggle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Press 3</strong> To review old (saved) messages:</th>
<th><strong>Press 4</strong> For setup options:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>After Message Review</strong></td>
<td><strong>Press 1</strong> - Greetings:</td>
</tr>
<tr>
<td>Repeat 1</td>
<td>Press 1 - Edit the standard greeting</td>
</tr>
<tr>
<td>Save 2</td>
<td>Press 2 - Turn on/off alternate greeting</td>
</tr>
<tr>
<td>Delete 3</td>
<td>Press 3 - Edit other greetings</td>
</tr>
<tr>
<td><strong>Reply</strong> 4</td>
<td>Press 4 - Play all greetings</td>
</tr>
<tr>
<td><strong>Fwd. To</strong> 5</td>
<td><strong>Press 2</strong> - Message Settings:</td>
</tr>
<tr>
<td><strong>Prop.</strong> 6</td>
<td>Press 1 - Message notification</td>
</tr>
<tr>
<td><strong>Cancel</strong> *</td>
<td>Press 3 - Menu style</td>
</tr>
<tr>
<td><strong>Help</strong> 0</td>
<td>Press 4 - Private lists</td>
</tr>
<tr>
<td><strong>End</strong> #</td>
<td><strong>Press 3</strong> - Preferences:</td>
</tr>
<tr>
<td><strong>Record name</strong></td>
<td>Press 1 - PIN</td>
</tr>
<tr>
<td><strong>Directory listing</strong></td>
<td>Press 2 - Recorded name</td>
</tr>
<tr>
<td><strong>Voice mail</strong></td>
<td>Press 3 - Directory listing</td>
</tr>
</tbody>
</table>

### Cisco 8861

**Quick Reference Card**

1. **Handset light strip** – Indicates an incoming call (flashing red) or voicemail message (solid red).
2. **Phone screen** – Displays status, feature and call information.
3. **Programmable feature buttons (left side) and session buttons (right side)** –
   - **Steady green**: Active call.
   - **Flashing green**: Held call.
   - **Flashing amber**: Incoming call.
   - **Steady red**: Shared line in use.
4. **Softkey buttons** – Engages the associated feature in the display.
5. **Navigation pad and Select button** – Like a cursor, used to scroll through menus and highlight active calls and features.
6. **Release button** – Disconnects from an active call.
7. **Hold** – Places a call on hold and retrieves a held call.
8. **Conference** – Initiates a conference call.
9. **Transfer** – Initiates a call transfer.
10. **Speakerphone** – Activates (steady green) and deactivates the speakerphone.
11. **Mute** – Deactivates (steady red) and reactivates the microphone.
12. **Headset** – Activates (steady green) and deactivates the user-provided headset.
13. **Keypad** – Allows you to dial phone numbers, enter letter and select menu items that are numerically numbered.
14. **Volume** – Adjusts the phone’s ringer volume while on-hook and the phone’s handset, speakerphone and headset volumes while off-hook.
15. **Contacts** – Personal and Campus Directory look-up access.
16. **Applications** – Recent calls (view by All calls or Missed calls), Settings (program Wallpaper, Ringtone. Brightness. Video. Font size. Phone name. Call notifications, Headset sidetone, and Merge alert), Bluetooth, Accessories (configure analog headset) and Extension Mobility (if configured).
17. **Messages** – Auto-dial access to voicemail.
18. **Back button** – Returns to the previous screen or window.
19. **Handset** – Phone handset
# About The Building

## Cisco Telephone Guide

### Placing Calls

To place a call:
- Lift the handset or
- Press the Speaker button or
- Press the Headset button or
- Press the New call softkey or
- Press a session button
- Dial the number

To place a second call on the same line:
- Press the next idle session button
- Dial the number

To call an extension number:
- Dial the 5-digit extension number

To call the Campus Operator:
- Dial 0

To call an external telephone number:
- Dial 9 + 1 + telephone number

To call Emergency Services:
- Dial 911 or 9 + 911

To redial the last number called:
- Press the Redial softkey

To place a speed dial call:
- While on-hook, enter the speed dial code
- Press the Speed dial softkey

### Ending Calls

To end a call:
- Replace the handset or
- Press the Speaker button or
- Press the Headset button or
- Press the End call softkey or
- Press the Release button

### Call Hold

To place a call on hold:
- Press the Hold button

To retrieve a held call:
- Press the Hold button or
- Press the Resume softkey or
- Press the flashing session button

To toggle between held calls on the same line:
- Press the flashing session button

To toggle between held calls on different lines:
- Press the line button
- Press the flashing session button

### Call Transfer

To transfer a call:
- Press the Transfer button or
- Transfer softkey
- Dial the extension number or
- 9 + 1 + telephone number
- Option: Announce the caller
- Press the Transfer button or
- Transfer softkey

If no answer or the line is busy:
- Press the Cancel softkey
- Press the Resume softkey or
- Press the flashing session button

To toggle between calls:
- Press the Swap softkey

To transfer two calls on the same line to one another:
- While connected to an active call, press the Transfer button or
- Transfer softkey
- Press the Active calls softkey
- Navigate to the held call
- Press the Transfer softkey

### Conference Calling

To place up to a 6-way conference call:
- While connected to an active call, press the Conference button or
- Conference softkey
- Dial the next participant
- Option: Announce the conference
- Press the Conference button or
- Conference softkey

To add additional participants:
- Repeat the above steps

To add an incoming caller to an existing call or conference:
- While connected to the incoming call, press the Conference button or
- Conference softkey
- Press the Active Calls softkey
- Navigate to the held call
- Press the Conference softkey

To view conference participants:
- Press the Show detail softkey

To remove a participant:
- Navigate to the participant to remove
- Press the Remove softkey

### Conference Now

To dial into the 12-way conference service:
- Dial: 86800 or (609) 258-6800
- Enter a meeting number:
  - (host’s 5-digit extension) + #
- If you are the host, enter your PIN: ___________, if not, press #

If not the host:
- Enter the Attendee access code: + #

Note: If the host has not yet arrived, you will be placed in the waiting room.

### Do Not Disturb

To disable/re-enable the ringer for all incoming calls:
- While on-hook, press the Do not disturb softkey

### Call Forward All Calls

To immediately forward all your incoming calls to another number:
- While on-hook, press the Forward all softkey
- Dial the extension number or
- 9 + 1 + telephone number or
- Press the Messages button

To deactivate call forwarding:
- Press the Forward off softkey

### Self Care Portal & PCA

To customize your phone and voicemail:
- Enter into a web browser: http://princeton.edu/uc
- Choose the system to customize
- Enter your Princeton Credentials
- Click Sign In

### Intelligent Proximity

To pair a mobile device with your IP Phone:
- Put your mobile device into a discoverable mode
- Press the Applications button
- Select Bluetooth
- Select Add Bluetooth device
- Highlight the mobile device and select Pair
- Confirm the code on the mobile device is the same on your IP Phone and select Pair on the mobile device and Yes on the IP phone
- Select No or Yes to store all of your mobile contacts on your IP phone
- Select Exit

To place a call on your mobile line on your IP Phone:
- Press the line button
- Dial the number as you would from your mobile device
- Press the Call softkey

To toggle the call between your IP phone and mobile device:
- Press the Move audio softkey

### TOC
About The Building
Height Adjustable Worksurface Instructions

The switch features basic up and down buttons, programmable quick sit and quick stand buttons, and three additional programmable height settings. This document will guide users through basic set up and programming, the most commonly-used functions of this control.

Program a Quick Sit Height
1. Move the table to seated height using buttons 1 and 2.
2. Press and hold button 5 for three seconds.
3. Immediately press button 3. Quick Sit is programmed.

Program a Quick Stand Height
1. Move the table to standing height using buttons 1 and 2.
2. Press and hold button 5 for three seconds.
3. Immediately press button 4. Quick Stand is programmed.

Operating the Table
Press-and-hold adjustments prevent injury to users and damage to surrounding objects. To adjust the table up or down or to move to any of the preset heights, a user must press and hold the appropriate button.
About The Building
Aeron Chair Adjustment Guide

Please refer to manufacturer’s chair adjustment guide attached to your chair. See example below. Additional information, including complete instructions and a video guide are available through the link below.

https://www.hermanmiller.com/customer-service/chair-adjustments/

**Seat Height:** Paddle-shaped lever on right side

- **To raise:** While taking your weight off chair, lift lever up.
- **To lower:** While seated, lift lever up.

At the proper height, your feet should rest flat on the floor.

**Tilt Tension:** Long stem on right side with knob

- **To increase tension:** While seated, turn knob forward (toward + sign).
- **To decrease tension:** While seated, turn knob backward (toward – sign).

Set the tilt tension to control the resistance you feel when leaning back.

**Arm Height:** Lever on base of arm support

- **To raise or lower arm:** While seated, lift lever to unlock. Grasp base of arm support and raise or lower to desired height. Lower lever to lock.

For maximum comfort, your arms should make contact with the armrest without any lift at your shoulders.

**Arm Angle:** Front of each armpad

- **To swing arms in or out:** While seated, grasp front edge of armpad and pivot it to the left or right.

Adjusting arm angle can help support different types of work and shifts in posture. Swing chair arms inward for support while using keyboard. Swing arm out to support use of computer mouse.
About the Building
Waste and Recycling

Waste and recycling bins are located throughout each floor, in meeting rooms, credenzas, and pantries. Refer to amenities plans for locations.

Office recycling bins are for cardboard and paper only. Cans go in the common recycling bins.
About the Building

Telephones and Network Systems
Standard computer network drops and coaxial cable TV connections can be found throughout the building. The standard network connection is directly connected to the campus network. Any special needs regarding bandwidth, security, or workgroup isolation can be arranged through the Office of Information Technology (OIT) [https://oit.princeton.edu](https://oit.princeton.edu). Telephone systems use VOIP technology and are serviced by the same group that handles network issues. Instruction cards for using the standard telephones can be found on page 20 and 21 of this user guide.

Eduroam: For faculty, students, and staff
Eduroam continues to be the primary means for faculty, students, and staff to wirelessly connect their computing and mobile devices to the network at Princeton. Eduroam is a secure roaming access service that provides encrypted wireless service across Princeton’s campus, at participating peer institutions, and in 90 territories worldwide. Registration to Eduroam on Princeton’s campus provides access to Eduroam worldwide. For more information about Eduroam and configuring devices for using it, see [www.princeton.edu/eduroam](http://www.princeton.edu/eduroam).

ServiceNet: For devices and Internet of Things (IOTs)
The wireless network, ServiceNet, provides network access for devices that cannot log into the Eduroam wireless network due to limited login options. Examples of devices that you would register to this network include systems such as smart TVs, video streaming systems, gaming systems, and multi-user printers. Access to the ServiceNet wireless network requires a one-time registration. Registration and access to ServiceNet are available at [https://servicenet.princeton.edu](https://servicenet.princeton.edu).

PUVisitor: For visitors to campus
PUVisitor provides wireless network access for campus visitors. PUVisitor wireless service provides access to the PUVisitor network for 13 months, with a one-time, self-registration process for the duration. To register, visitors need only provide their name, email address, and optional mobile phone number. Visitors from institutions that participate in the Eduroam service should connect to the Eduroam wireless network service at Princeton.

For questions about Princeton’s wireless networks, or for assistance connecting to them, please call or email the OIT Support and Operations Center (SOC) at 258-HELP or helpdesk@princeton.edu.

Support for Computing in Academic Departments (SCAD) and Departmental Computing Support (DCS) are special support programs that provide departments a higher level of individualized advocacy and attention. SCAD and DCS members work within academic and administrative departments but receive training and assistance from OIT. Your departmental representative has information about the support available in your department. For infrastructure problems, contact PSPIA Computing Services at spiahelp@princeton.edu.
About the Building

Keys, CACS, and Salto Locks

Several kinds of doors can be found in the building. All exterior doors are secured with CACS keyless entry systems. There are a few departmentally controlled Salto locks. Cabinets and utility spaces may be secured with traditional keys. Replacement keys can be ordered through https://spia.freshservice.com/support/home. The Campus Access Control System (CACS) is a centrally managed, networked keyless entry system. Individuals may gain access using their TigerCard, which contains a prox chip identifying the cardholder to the panels in the building. Doors will unlock if the cardholder has the appropriate clearance code.

Salto locks are similar to CACS doors. They require a TigerCard. For card access, Salto users must present their TigerCard to a keyless lock. Users will need to update their card at a Hotspot from time to time. Presenting a TigerCard to a Hotspot will update or validate a user’s security profile, ensuring proper access. At least once per academic year, users will receive email reminders to update their cards at one of the many Hotspots around campus. This usually happens in November for most students, faculty, and staff. If you have trouble with a keyless lock, a trip to a Hotspot may fix the problem immediately. Hotspots are located on the key maps below. Building access lists for these systems are coordinated by the relevant Building Access Coordinator. https://facilities.princeton.edu/services/guides/building-access-coordinator-guide.

![Keyless Lock Hotspot](image)
Working in the Building

Rights, Rules, Responsibilities

Everyone in the Princeton community is strongly encouraged to read the Rights, Rules, Responsibilities document at https://rrr.princeton.edu. This document is "intended to provide a concise reference and guide for all members of the Princeton University community." Please read this document and then let common sense, respect for others, and respect for a beautifully designed building be your guide in your daily actions and interactions in this facility.

Non-Smoking Policy

There is no smoking in the building or within 25 feet (7.6 meters) of the building. Smoking is prohibited by law and by University policy in all workplaces and places of public access in University buildings and outdoor spaces within 25 feet of all such buildings. This includes but is not limited to all academic, residential, and administrative buildings and elevators; individual offices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University owned vehicles, shuttle buses, and vans; dining facilities and bars. The University's full policy regarding smoking can be found at: https://hr.princeton.edu/myhr/policies/smoking-policy.

Keeping the Building in Top Condition

Pets are not allowed in the building. The University policies and definitions regarding service and assistance animals can be found at https://inclusive.princeton.edu/addressing-concerns/policies/service-and-assistance-animals-policy. No posters, banners, or material of any kind may be affixed to walls, felt, glass, doors, or railings in public areas. No art work should be hung or displayed in public areas, including hallways, stairwells, suite areas, conference rooms, lounges, pantries or the like without the written permission of the PSPIA Dean's Office. Should you wish to hang art work within your office, please contact PSPIA Facilities and Operations to ensure that sufficient blocking exists in the area. Academic notices and announcements may be posted on easels, bulletin boards, or whiteboard areas in the departmental areas. Contact your departmental representative for ways to advertise your message effectively. Bike parking is in designated areas with bike racks only. See the diagram on page 35 for locations of bike racks. Please do not park bikes in entrance ways, or lock them to light poles, handrails, or other parts of the building. See the University bike policy for more information about using bikes on campus at https://transportation.princeton.edu/options/biking.

Any changes to the physical building may be made only under the direction of PSPIA Facilities and Operations and, in some cases, the University Architect. This includes furniture orders, renovations, painting, etc. For repairs and maintenance, call PSPIA Facilities and Operations at (609) 258-8880.
Emergency Preparedness and Response

Building Evacuation

In the event of a fire or smoke condition, activate the fire alarm to alert building occupants. If possible, shut down any equipment that may add fuel to the fire. Leave the fire area and prevent the fire from spreading by closing the doors behind you. Evacuate the building by following designated egress routes, report to the designated assembly points (Scudder Plaza and Washington Road’s west sidewalk), and await the arrival of the University’s Public Safety officers. Do not re-enter the building until told to do so by Public Safety or a fire official. See Emergency evacuation plans starting on page 30.

https://emergency.princeton.edu/how-to-prepare/emergency-action-plans/buildingdepartmental-emergency-coordinators
Emergency Preparedness and Response

Safety and Security at Princeton

The Department of Public Safety (DPS) is responsible for safety and security on campus. They offer many services including a lost and found, safety presentations, car jump-starts, and more safety and security initiatives. Visit their website at for more information.

There are many blue light communication towers and phones throughout campus with the capability to press a button and be connected directly to DPS emergency dispatch. This enhanced technology also allows DPS to send out emergency broadcast alerts (e.g., seek shelter due to a pending lightning storm) as needed. The location of each tower is digitally displayed to the DPS Communication Center. For a map of the blue light phones on campus, please visit the DPS website at http://publicsafety.princeton.edu/safety-security/blue-light.

Getting Help “Quick Guide”

For medical or fire emergencies, call 911 from a campus phone or (609) 258-3333 from a cell phone. Public Safety will provide immediate assistance and notify the appropriate medical, fire, or police agency.

Get the TigerSafe App today!
(NB: The app is updated regularly and will change appearance.)
Emergency Evacuation Plan

Level 0

Emergency/Fire

- Emergency Stair
- Emergency Stair
- Fire Extinguisher
Emergency Evacuation Plan
Level 1

Emergency/Fire

- Emergency Stair
- Emergency Stair
- Fire Extinguisher
Emergency Evacuation Plan
Level 2

Emergency/Fire
- Emergency Stair
- Emergency Stair
- Fire Extinguisher
Emergency Evacuation Plan
Level 3

Emergency/Fire
- Emergency Stair
- Fire Extinguisher

TOC
Emergency Evacuation Plan
Level 4

Emergency/Fire
- Emergency Stair
- Fire Extinguisher
Parking, Transportation, and Bicycle Program

Parking around the building is extremely limited, but metered spaces are available on William Street and Prospect Avenue. All other parking is managed by Princeton University Transportation and Parking Services. For guest, visitor, or research study passes, Transportation and Parking will arrange your parking and distribute your parking pass. Please see their website at http://www.princeton.edu/transportation/permitinfo.html or go to their offices in New South to obtain parking permits and review regulations.

The building is served by several TigerTransit lines. Princeton University’s TigerTransit transportation system operates on a fixed route schedule—providing safe, convenient, and reliable transportation throughout the Princeton campus and surrounding community. TigerTransit buses are low-floor, fully accessible, and have bike racks. They are equipped with web-based Global Positioning Systems (GPS) that can track buses in real-time https://princetontransit.transloc.com. Riders will be able to track the location of any TigerTransit bus on any route online or by cell phone. Other TigerTransit services include stops with shelters, connections to NJ Transit and Princeton Borough FreeB shuttle, service to local shopping centers, an on-demand service, and extended hours. Multi-line TigerTransit stops provide transfers from one line to another. Schedules and routes can be seen at https://transportation.princeton.edu/options/tigertransit.

Bicycle resources are found at https://transportation.princeton.edu/options/biking.
Bicycle Map Link: https://drive.google.com/file/d/14mz0CjxSlq6ySGC100fhinceLK4EUHc/view

Bike Program

Bike Racks
TigerTransit Routes and Parking Map
Other Resources

Princeton University Facilities: http://facilities.princeton.edu/

University Services: www.princeton.edu/universityservices/

Instructional Support Services: https://iss.princeton.edu/

Office of Information Technology: www.princeton.edu/oit

Conference and Event Services: https://conferences.princeton.edu/

Department of Public Safety: https://publicsafety.princeton.edu

Office of the Registrar: http://registrar.princeton.edu/