



Wayne and Gladys Valley Center for Vision (WGV-CV)

Department of Obstetrics, Gynecology & Reproductive Sciences

Space Town Hall #2

A large rectangular area with a black background filled with numerous small, bright stars of various colors (white, yellow, blue).

“Space the final frontier”

Captain James T. Kirk



Agenda

- Introductions
- Timeline
- WGV-CV Building Update
- Floor Plan & Floor Amenities
- Document Management
- Move Logistics
- FAQ Mission Bay
- Resources
- Wrap Up & Next Steps





Move Team: Introductions & Roles

- Leon Gardiner – Move Coordinator, MHS
- Patrick McGee – Project Manager
- Cristina Morrison – Change Management
- Scott Ohara - Information Technology Services
- Carolyn Tuft – Document Management
- Luis Vite – Change Management



Ob, Gyn & RS Space Committee

- Edwin Alvarez, MD, GynOnc
- Tracey Woodruff, PhD, PRHE
- Brenda Kittredge, MBA, Operations
- Connie Yu, MHA, Associate Chair



Neighborhood Representatives

9th Floor

- OGGS: Susan Waraich / Dana Gossett / Lan Pham
- PTBi: Alexis Cobbins / Miriam Kuppermann / Larry Rand
- REI Billers: Kirsten Hutchinson
- REI CRCs: Elena Hoskin / Kirsten Hutchinson

10th Floor: Neighborhood 1

- GynOnc: Kevin Anderson / Edwin Alvarez / Lan Pham
- Chair's Office: Brenda Kittredge / Connie Yu
- Med Ed: Ida Shunk
- Residency: Laura Pliska

10th Floor: Neighborhood 2

- CA PTC: Caroline Fisher / Greg Mehlhaff / Mary Beth Blasnek
- MFM: Jill Harrell / Mary Norton / Lan Pham
- PCPCER: Natalie Oman
- REI fac/admin/fellow: Kirsten Hutchinson / Marcelle Cedars

10th Floor: Neighborhood 3

- PRHE: Kristin Shiplet / Tracey Woodruff
- WHCRC: Ann Chang / Vanessa Jacoby

WGV-CV Ob, Gyn & RS Move Timeline: February – May 2020

v.020720

February

- 2/14/20: Extra shredding bins in anticipation of 1-day off site storage move day
- 2/28/20: Final seat assignments due from groups
- Groups continue to archive/dispose/scan/store
- Work with groups for recurring meetings
- Work with process improvement subcommittees, e.g. mail dist., supplies, etc.
- Determine conference room, huddle room, focus room scheduling application/platform
- How will art be chosen?
- Building floor working group reconvenes
- Compile inquiries for building floor working group

March – Estimated Building Completion

- 3/6/20: Extra shredding bins in anticipation of 1-day off site storage move day, if needed
- 3/27/20 tbc: 1-day off site storage move day sponsored by dept.
- Building tours reconvene
- Set-up follow-up meetings with zones
- Distribute move boxes as requested
- Groups continue to archive/dispose/scan/store
- Groups start packing
- Continue to work with groups for recurring meetings
- Continue to work with process improvement subcommittees
- Develop welcome packet

April

- Set up follow-up meetings with zones
- Review move guide instructions with groups
- Groups continue packing
- Assign move day supervision
- Finalize welcome packet
- Review move day activities & sequence > origin/destination

May – Expected Move In Start

- TBD: Actual move date (occupants will be given 60 days notice when move dates are confirmed)
- Understand post-move support, unpacking, and office start-up

Who else is in the building?

Valley Tower occupants – **north** corner of 16th and 3rd Streets

- **Floor 1** – lobby, IT Help desk, Conference Annex, Café, Bicycle storage, showers
- **Floor 2** – Bakar Computational Health Sciences Institute
- **Floor 3** – School of Pharmacy
- **Floors 4-6** – Executive Vice Chancellor & Provost
- **Floors 7-10** – School of Medicine
- **Floor 11** – School of Nursing, School of Dentistry Healthforce Center, Vice Chancellor University Relations, Vice Chancellor Office of Diversity and Outreach
- **Floor 12** – School of Nursing – Social and Behavioral Sciences and Institute for Health and Aging

WGV-CV Building Amenities

- A flexible conference and event space on the 1st and 2nd Floors managed by UCSF Campus Life Services, Conference and Event Services will be available for occupants to book.



- Hotel hub on 3rd floor including day use lockers.



- Rooftop terrace on 4th Floor



- Lactation rooms on 1st and 7th Floors.



- Plan for Ob, Gyn & RS to have a lactation room on 10th floor.

- Gender inclusive bathrooms throughout



- ITFS Health Desk in lobby



- UCPD Security in lobby



- Indoor bike storage and showers



- Caffe Central on first floor (opening after move-in)



- Vending machines including Smart Choice snack vending and Healthy Beverage vending by Canteen.



- Access to Mission Bay retail, conference rooms, gymnasium



- Local neighborhood shops and restaurants





WGV-CV Building – Valley Conference Center



First Floor: Large conference Rooms 107 & 108 (similar to MH 1401/1402 ~capacity 55)



Second Floor: Rooms 208, 209, 210
(similar to MH 2105 ~capacity 22)

WGV-CV Building Address

Academic Tower Address

Jane Doe, MD, PhD
Department of OBGYN & RS, Box 0132
480 16th Street, Floor 10 or 9
San Francisco, CA 94143



Center for Vision Address

John Smith, MD, MPH
Department of Ophthalmology, Box XXXX
490 Illinois Street, Floor 5
San Francisco, CA 94143



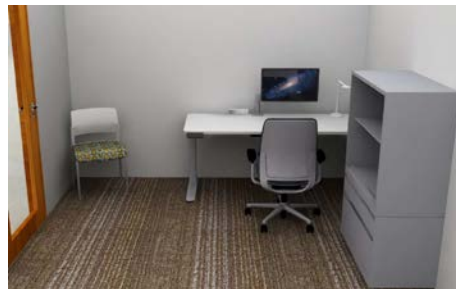


Open Plan at UCSF

Workstation



Private office
Focus room



Hotel Hub



Kitchen and break room



Huddle room

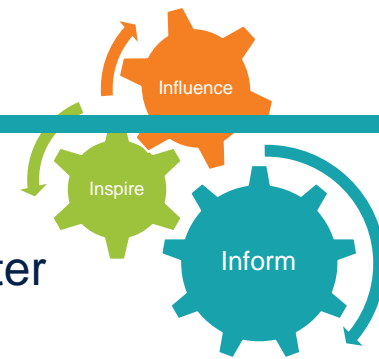


Conference rooms





Floor Amenities



- Shared kitchens with microwaves, refrigerators, and filtered water
- Shared conference rooms on every floor
- ITS will provide the specs for technology in the rooms; training will be offered
- Shared printer rooms have some storage
- Storage in the building is very limited



9th & 10th Floor Plans

Room Type	9 th Floor	10 th Floor
Office	11	33*
ABW	40	98
Huddle	3	2
Focus	7	7**
Shared Conference Rooms	1 large, 2 small	1 large, 2 small
Shared Storage Room	1	1
Shared Printer Areas	2	2
Kitchen/Town Center	1	1



01/13/2020
Ob, Gyn & RS
Floor 10

DRAFT

Focus/Huddle:

10 Focus (X), 1 Lactation (X), 2 Huddle (X), 1 Chair (X)

Chair: 5 Offices, 19 Workstations

REI Fac/Admin: 4 Offices, 7 Workstations

MedEd Admin: 1 Office, 3 Workstations

Residency Admin: 1 Office, 3 Workstations

PRHE: 2 Offices, 21 Workstations

MFM: 5 Offices, 11 Workstations

PCPCER: 1 Office, 2 Workstations

GynOnc: 2 Offices, 5 Workstations

WHCRC: 5 Offices, 15 Workstations

ZSFG CA PTC: 3 Offices, 12 Workstations

16th Street (north)



UCSF - CENTER FOR VISION BUILDING UNIVERSITY OF CALIFORNIA SAN FRANCISCO PRELIMINARY MOVE MAP - LEVEL 10	
Architecture background and provided by UCSF CPIN & ShredGroup	PRELIMINARY MOVE MAP LEVEL 10
NAME N.T.S. DATE 1/13/2020 PROJECT UCSF - Center for Vision Building	DRAWN C.G. REV MV-10.00

OGGS: 4 Offices, 3 Workstations



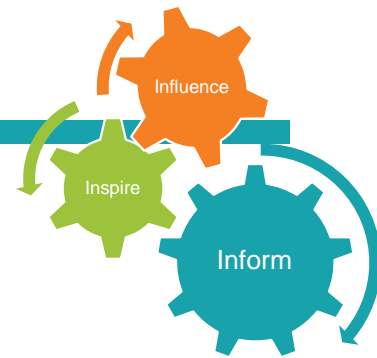


Process Improvement Taskforces

- Mail Distribution
- Supplies
- Conference Room Reservations
- Art



Floor and Building Governance

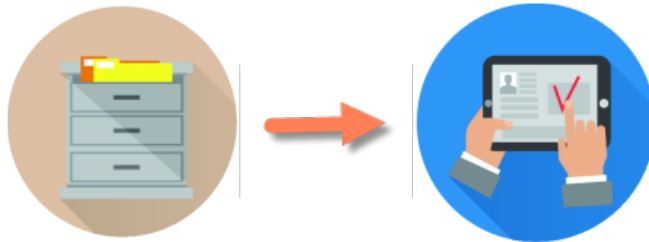


- Building Governance Committee appointed February 2019.
- Floor working groups have formed; will regroup in early 2020.
- Decisions for the building and floor committees to be made include:
 - Conference room scheduling and access for all occupants
 - Shared resources and costs (e.g. shared conference rooms, shared cleaning, technology refresh costs)
 - Building security and access
 - Shared area decisions (e.g. art in building)

Document Management – Paper Lite

Why change to a paper lite workspace?

- *Use onsite space for people not paper*
- *Support UCSF sustainability goals*
- *Information is available whenever you need it, wherever you are*



Document Management – Paper Lite

Where can I find out how long to keep records?

- [UC Records Retention Schedule \(UC RRS\)](#)
- [UC RRS Webinar](#)
- [Administrative Records Relating to Research: Retention and Disposition Requirements](#)
- [Record Retention Schedule Snapshot](#) with most common record categories available to simplify determining how long to keep a record

Document Management – Options

■ Scan

- In-house
- Vendor



■ Store

- Offsite Vendor
- Onsite (minimize volume)



■ Move to UCSF Archives



■ Dispose

- Shred
- Recycle
- Delete



100 linear feet = 6.5 five drawer file cabinets



100 linear feet – thirty three 36" wide file drawers – 165,000 pieces of paper





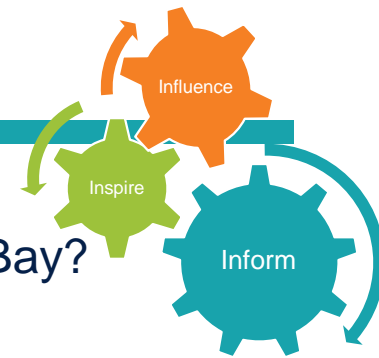
Move Logistics: FAQ



- How many days can I expect my department or division to shut down for the move?
- How are personal items & division artwork moved?
- What items can I bring?
- How are phones, laptops, monitors and computer moving?
- How much time will my group have to pack?
- How many items & files can each workstation store?
- Where do I go for IT, building, and move support?



FAQ – Mission Bay



- ✓ Will my parking permit from Laurel Heights transfer to Mission Bay?
- ✓ What are the transportation options for Mission Bay?
- ✓ How can I access the indoor bike parking?
- ✓ How can I access the showers? Is there a fee?
- ✓ Will there be a shuttle stop on site? Where?
- ✓ Is security in the building 24 hours?
- ✓ When will the café open?

Department FAQ (submitted via [Qualtrics survey](#))

Q: I am curious about the storage space that will be provided for research teams to keep participant folders and other study materials at the new location. Are there preliminary sketches of the space available that outline the storage areas?

A. Here are [storage details and renderings of the storage space](#) on the 10th floor of WGV-CV. Both the 9th and 10th floor storage is the same. Please note that while the Department will allocate the storage space on the 10th floor since we are occupying the entire floor, we will work with the other groups that we will neighbor with on the 9th floor for the storage space allocation.

Q: What other groups are on the 9th floor?

A. The other groups on the 9th floor include: [DGIM](#), DOM Central & Research Admin, DOM Rheumatology ARG, SOM Dean's Office, and Physical Therapy.

Q. After viewing the seating, my concern is that we will bump to each other if we are sitting back to back. Currently at Mission Hall, we are sitting face to face which will eliminate this happening.

A. The furniture within each ABW space is free standing. Therefore, the occupants within the area can configure their space to their preference, e.g. back to back, face to face, etc.

Department FAQ (submitted via [Qualtrics survey](#))

Q. Is there a parking lot at WGV-CV?

A. The parking lot at WGV-CV is for patients. However, if your primary location is at WGV-CV, you are eligible for MB parking. Please note currently there is a wait list for new MB permits. The closest lot to the building is the 3rd street parking garage.

Q. How many lactation rooms will be available in the new building?

A. The floor plans show 3 lactation rooms on the 1st floor with space for 2 people in each room and 1 lactation room on the 7th floor with space for 1 person. The department is tentatively planning 1 lactation room on the 10th floor with space for 1 – 2 people.

Q. Will there be a schedule of events pre-move-- such as- paper and other files clean up day, with extra recycling and shredder bins provided; specific dates when all items to be moved must be packed and boxes with instructions for labeling provided; etc?

A. Yes a move timeline with specific logistical deadlines will be communicated once we are provided with the official move date since it has been extended to May – July 2020.

Department FAQ (submitted via [Qualtrics survey](#))

Q. If we will be having all day interview days soon after the opening, when will we be able to reserve rooms? i.e.: when will the reservation system be open for reserving rooms at the new building? Will it be in Outlook form as it is now?

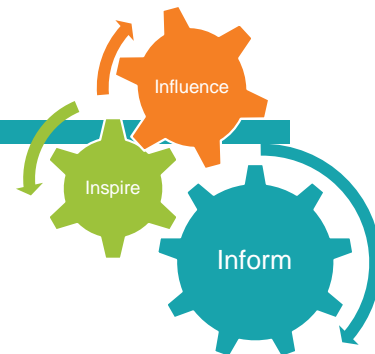
Q. When does the WGV-CV open to the public? Will we have access to the 1st floor conference rooms/auditorium prior to the May move-in date? If so, how soon can we start reserving?

- A. The conference rooms in WGVCV will be managed by the shared occupants on each floor. For example, the 10th Floor will be managed by OBGYN. The 2nd floor will be managed by BHCIS, etc. Outlook calendars will be set up for all the rooms in the tower. Similar to what's done at Mission Hall, the floor coordinator on each floor will manage the calendars. Work is in process on this now but we don't have a timeline for completion. As soon as we know, we'll let the groups know.
- The bigger conference center rooms on the 1st and 2nd floors will be managed by the CLS Conference and Event Services team. Information can be found on the website: <https://wgvcv.ucsf.edu/occupant-guide>. The info currently shown on their site is pasted below for your reference. While it says they would be able to take reservations beginning in January 2020, we have a message from Ryan Coate that their targeted date for taking reservations is April 15, 2020 for events planned starting in mid-May 2020.
 - **Conference and Event Services**
 - Departments moving to the Wayne and Gladys Valley Center for Vision (WGV- CV) will be able to book events at a new, 4,500 square feet of flexible conference center space located on the 1st and 2nd floors of the building. This new space, the Valley Conference Center, replaces the conference center at Laurel Heights, and will have rental fees similar to the Millberry Meeting and Event Center, at Parnassus.
 - Customers will be able to request reservations through MyAccess via Event Management Software (EMS.) Additionally, a dedicated event specialist will be assigned to the new conference center to provide customers with support and guidance on a full range of catering options, plus AV/IT amenities. Reservations for the WGVCV conference annex will begin in January 2020 for availability in March or April 2020.
 - This Venue Space is managed by UCSF Campus Life Services,' Conference and Event Services. For questions, contact Ryan Coate, conference and event services manager, at Ryan.Coate@ucsf.edu.
 - For more information about Conference and Event Services visit: <https://campuslifeservices.ucsf.edu/conference/services/venues>

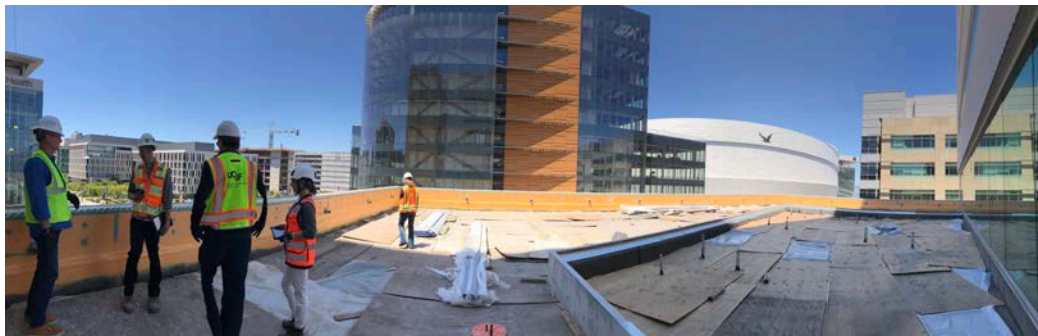
Next Steps

- If interested in viewing furniture at LHTS Annex, please contact Erika Pham (Erika.Pham@ucsf.edu)
- For interest in serving on one of the process improvement taskforces, please use the following link: https://ucsf.co1.qualtrics.com/jfe/form/SV_0NUs0UZgltWiHs1
- 2/14/2020: Extra shredding bins will be made available
- 2/28/2020: Seat assignments finalized
- 3/6/2020: Extra shredding bins will be made available, if needed
- 3/27/2020 TBC: 1-day offsite storage move day sponsored by dept.
- May – July date TBD: Actual move date (occupants will be given 60 days notice when move dates are confirmed)

Resources and Information



- ✓ WGV-CV Website: <https://wgvcv.ucsf.edu>
- ✓ WGV-CV Chatter Group via MyAccess
- ✓ **New!** WGV-CV Occupant Guide: <https://wgvcv.ucsf.edu/occupant-guide>
- ✓ Space website: <https://space.ucsf.edu>
- ✓ Paper-Lite: <https://space.ucsf.edu/records-information-management>
- ✓ UCSF Transportation [website](#) & [my commute](#)
- ✓ Campus Life Services: [Facilities Services Guide](#) September 2017
 - *See *high occupancy buildings* on page 23
- ✓ Warriors Chase Center [website](#)



Questions?
Thank you!

