The Syracuse Galleries & The Harrison Street Parking Garage:

The Harrison Street Parking Garage is approximately 600 feet from the Syracuse Galleries.
The Syracuse Galleries
441 South Salina Street

Harrison Parking Garage
200 Harrison Street
Walking to Harrison Street Garage:

Harrison Street Parking Garage

The Galleries

Walking path to the Harrison Street Parking Garage
The Galleries Entrance points on South Warren Street:

**SOUTH**

The Galleries – South Entrances off from South Warren Street

This set of doors, on South Warren Street will be on card access, for Upstate IDs only, once the building is locked for the night.
Current Businesses located in The Galleries:

- Allied American Abstract
- Auxxygen
- Bank of America
- Baska & Favata
- Casual Expressions
- Carroll & Carroll Law Offices
- CHA
- Cristos Café
- Curtin Auditorium
- DCIS
- Dourdas Financial
- Downtown Security & Information Center (Syracuse Police)
- Dr. Robert Sachs (Medical Optometry)
- EPA – Criminal Investigation Division
- G4S Secure Solutions
- Galleries Management Office
- James H. Messenger, Jr. Attorney at Law
- Law Office of Teresa J. Puleo
- Office Tower
- Law Offices of Mairead E. Connor PLLC
- M/E Engineering
- Onondaga County Public Library
- Olympic News
- Parsons & Associates
- Peter L. Elliott
- Sophistications Jazz Café
- Sutherland Global Services (24/7/365)
- Travelers
- UBS Financial Services, INC.
- USDA – Farm Services & Rural Development Loan Processing
- VUYA
- WellCare Health Plans, Inc.
Syracuse Police Satellite Office

Stairs to the second floor access to 4th & 5th floors.
Sutherland Global Services Call Center
(24/7/365)
G4S Secure Solutions USA

(24/7/365)
Hallway to the elevator entrance & to the center of the Galleries
Elevator Entrance to 4th & 5th Floors
Hallway leading to bank of elevators.
Elevators to 4\textsuperscript{th} & 5\textsuperscript{th} floors.

They will be on card access.
Stairs to 2nd floor of Galleries
Hallway to 2nd floor stairwell access to 4th & 5th floors

Hallway to 1st floor elevator access to 4th & 5th floors
2nd floor stairwell access to 4th & 5th floors

1st floor elevator access to 4th & 5th floors
5th Floor Reception Area
University Police/
Public Safety Desk Area
5th Floor
Reception / University Police/Public Safety Area Entrance
Work Areas
There are four entrance points into the Galleries. One entrance on South Salina Street, two entrances on South Warren Street and the fourth entrance that goes directly into the library.

The doors to the Galleries are unlocked at 7:30am Monday through Saturday.

On Monday, Thursday, Friday, and Saturday the main entrance doors are locked at 5:00pm.

On Tuesday and Wednesday the main entrance doors are locked at 7:00pm.

Sunday, the building is closed and locked all day long.

Once these doors are locked, the only way to gain entrance into the building is through the use of card access. Both have a card access, which is only for Upstate IDs.

The Galleries and the Library both have their own security in place at all times, G4S. At night, their security walks the perimeter of the building to ensure there is no suspicious activity.

The Syracuse Police Department leases office space in the Galleries on the 1st floor in the Downtown Security & Information Center Office. Police Officers work throughout the day in the office space.
AWARENESS

- People
- Vehicles
- Weather
University Police
Public Safety Assignment @ the Galleries

Hours: 6:00AM to 6:00PM

Location: 5th Floor Reception Area

Will provide a security presence, patrol, and assist when and where needed.

Communication: Radio & Phone
Frequently Asked Questions

• Where does everyone sit?
Log into Self Serve and click on the Galleries link to view a searchable office map with seating.

• What is the address of the Galleries?
447 South Salina Street, Syracuse, NY 13202

• Who can use the filing cabinets behind manager offices 516 to 519?
If you do not have enough room in your existing filing cabinets, contact Kim Branagan to arrange for assigned / shared drawer(s) in the file cabinets.

• Where are the nearest FedEx and UPS drop boxes?
FedEx – Inside the Galleries, ground level.
UPS – 440 South Warren Street.
Frequently Asked Questions

• What are the conference room names in GroupWise?
The conference room numbers have corresponding names in GroupWise: GAL502, GAL 512A, GAL512B, GAL521, GAL439, GAL543, GAL552.

• How many people do the conference rooms hold, and what equipment will be in each one?
Each conference room will have a white board and a wall-mounted television screen.

(See chart on next slide)
## Frequently Asked Questions

<table>
<thead>
<tr>
<th>Room</th>
<th>Seats</th>
<th>Power</th>
<th>Tables</th>
<th>Video Conf</th>
<th>Phone</th>
<th>TV</th>
<th>Connect to TV</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>8</td>
<td>Wall &amp; column</td>
<td>3 mobile</td>
<td>No</td>
<td>Wired Polycom</td>
<td>50”</td>
<td>HDMI</td>
<td></td>
</tr>
<tr>
<td>512A</td>
<td>30</td>
<td>Wall &amp; 2 floor boxes</td>
<td>6 mobile</td>
<td>Yes (can include side B)</td>
<td>Integrated</td>
<td>80”</td>
<td>ClickShare (2 pucks)</td>
<td>Ceiling speakers &amp; microphone Wall mounted access panel</td>
</tr>
</tbody>
</table>
| 512B | 31    | Wall & 2 floor boxes | 6 mobile | Only if included in A side’s video conf | Wireless w/ext | 80”  | ClickShare (2 pucks) | Ceiling speakers & microphone  
• Speakers can be used independently of side A  
• Mic will not work on B side alone  
Wall mounted access panel |
| 521  | 12    | Wall, 1 floor box & at table | 1 fixed | No                          | Wired Polycom       | 70”  | ClickShare (2 pucks) |                                                                      |
| 539  | 12    | Wall, 1 floor box & at table | 1 fixed | No                          | Wired Polycom w/ext | 70”  | ClickShare (2 pucks) |                                                                      |
| 543  | 8     | Wall & column     | 1 fixed | Yes                         | Wireless            | 50”  | ClickShare (2 pucks) |                                                                      |
| 552  | 14    | Wall & 1 floor box | 6 mobile | Yes                         | Wireless ClearOne w/ext | 80”  | ClickShare (2 pucks) |                                                                      |
Frequently Asked Questions

• **Who can use the comfort room (room 505)?**
The comfort room is equipped with a mini-refrigerator, running water and reclining chair. The designated use of this room is for nursing mothers to pump breast milk in a private setting. If the room is not in use for this purpose, it may be used to *briefly* rest in the event of a non-contagious ailment, such as a bad headache.

• **What will the coffee and drinking water arrangements be?**
In the break room, IMT will provide Keurig machines and filtered water (cold, ambient, hot), sweetener, creamer and stirrers. Employees will provide their own Keurig pods or reusable cup made to fit the Keurig machines. Hallway water fountains dispense filtered water and have built-in sports bottle fillers.

• **How will the IMT space be decorated?**
Decorating will be deferred until we have been in the space for a period of time.
Frequently Asked Questions

• What are the public hours of the Galleries?
  Sunday       Closed (locked all day)
  Monday       7:30 am to 5:00 pm
  Tuesday      7:30 am to 7:00 pm
  Wednesday    7:30 am to 7:00 pm
  Thursday     7:30 am to 5:00 pm
  Friday       7:30 am to 5:00 pm
  Saturday     7:30 am to 5:00 pm

• How do I access the building from the street when the doors are locked?
  There is an access point mounted between the doors on South Warren Street, at the entrance closest to the old Hotel Syracuse. Swipe your Upstate badge to gain entrance when the doors are locked.
Where are the Galleries elevators located?
A single elevator services the two levels of the Galleries Parking Garage (P1 and P2) and the first and second floors of the Galleries. This elevator is open to the public.
Another bank of elevators is located at the end of the secure Upstate corridors on the first and second floors of the Galleries. These elevators are not open to the public.

• Which elevators go to which floors?
  Car 1 = Floors 1 through 5
  Car 2 = Basement through floor 5
  Car 3 = Floors 2 through 5

• Who can use each elevator?
Upstate employees (IMT, Finance, mail staff, deliveries, etc.) will have card access (via a card reader in the elevator) to floors four and five and the basement. You must swipe your Upstate ID badge after entering the elevator in order to go to these floors.
Library staff will have card access (via a card reader in the elevator) to floors two and three and the basement. They must swipe their Library ID card after entering the elevator in order to go to these floors.
Anybody may go to the first or second floor (the Upstate corridors) without first swiping a card. This is a safety feature for building egress.
Cleaning and maintenance staff and Galleries management also have access to the elevators.
Frequently Asked Questions

• What is the process for visitors and deliveries?
  • Employees should use PassagePoint to pre-register visitors and pre-arranged deliveries.
  • Visitor parking
    o On-street parking on South Warren, Jefferson or South Salina street (if you can find a spot, and enter The Galleries on either South Warren or South Salina);
    o The Galleries underground garage (entrance on South Salina; there is a traffic light at the garage entrance, in the middle of the block); or
    o Surface parking lot on South Warren Street before the Galleries building.
    o If parking in the lot or garage, bring the parking stub, and IMT will validate it for free parking.
  • All visitors must come to the first floor secure Upstate corridor.
    o Go to the center of the Galleries (where the escalators are located).
    o Stand at the bottom of the escalators on the first floor (Cristo's will be on your right).
    o Look straight ahead and you will see an ATM machine.
    o Further behind the machine there is glass a door (blocked by a large pillar if you are standing at the escalator) that should have Upstate's name on it close to the move date.
  • To the right of the door is a small black security access panel and a separate wall-mounted speaker and camera.
Frequently Asked Questions

• Upstate employees: Wave Upstate ID badge in front of access panel. If it blinks green three times, the door unlocks. Go the end of the corridor and then go to the fifth floor (swipe Upstate ID badge before pressing floor 5).

• All visitors (and Upstate employees whose badge did not open the door):
  o Press the button on the larger black box mounted to the right of the glass door.
  o The public safety officer on the fifth floor will communicate with the visitor and check PassagePoint for their arrival.
  o If the visitor is not in PassagePoint, the PSO will verify the person’s visit with the appropriate Upstate employee.
  o After the visitor has been verified, the PSO will release the locked door, and the visitor will walk to the elevators.
  o The PSO will send elevator #1 to pick up the visitor.
  o The visitor will report to the fifth floor and be checked in by the PSO.
  o The visitor will receive a visitor’s badge.
  o The PSO will either escort the visitor to the meeting point or call the host to escort the visitor.
  o After the meeting has concluded, an Upstate employee or the PSO will escort the visitor to the elevators.
Frequently Asked Questions

Parking

• Will the first year’s $50 parking fee begin on the day we move in and run for an entire twelve months?
  Yes.

• When will key fobs provided by the garages go into effect?
  Access to your designated garage will begin on Friday, August 19.

• What are the hours of the Galleries garage?
  Sunday       Closed
  Monday       6 am to 7 pm
  Tuesday      6 am to 8 pm
  Wednesday    6 am to 8 pm
  Thursday     6 am to 7 pm
  Friday       6 am to 7 pm
  Saturday     6 am to 6 pm

• What are the hours of the Harrison Street garage?
  The Harrison Street garage is open 24/7/365.

• If I pay for parking near the Galleries, do I need to pay for parking at the hospital garages?
  Employees in the Upstate parking system can park in the designated Upstate garage in order to attend meetings on campus. The employee will use their Upstate ID badge to enter and exit the garage. The garage will bill that employee’s department for the cost of parking.
Frequently Asked Questions

Where do visitors park?
Visitors are encouraged to park in the Galleries garage (entrance on South Salina Street) or in the Galleries-owned open parking lot (entrance on South Warren Street before the Galleries). The reception area staff will validate parking stubs from these locations. On-street parking may also be available.

University Police
Who are the University Police Public Safety Officers assigned to work at the Galleries?
Josh Messina, 6:00AM – 2:00PM
Matt Portnoy, 2:00PM – 6:00PM

Where will the PSO’s sit?
The Public Safety Officer on duty will sit in the fifth floor reception area.

What are the PSO duties?
The PSO will provide a security presence, validate visitors, round on the fourth and fifth floors, and assist when and where needed.

How do I request a personal safety escort?
Contact the PSO in the IMT reception area (Josh Messina or Matt Portnoy, 6-4140) or call 4-4000.