



THE  
GALLERIES  
OF SYRACUSE

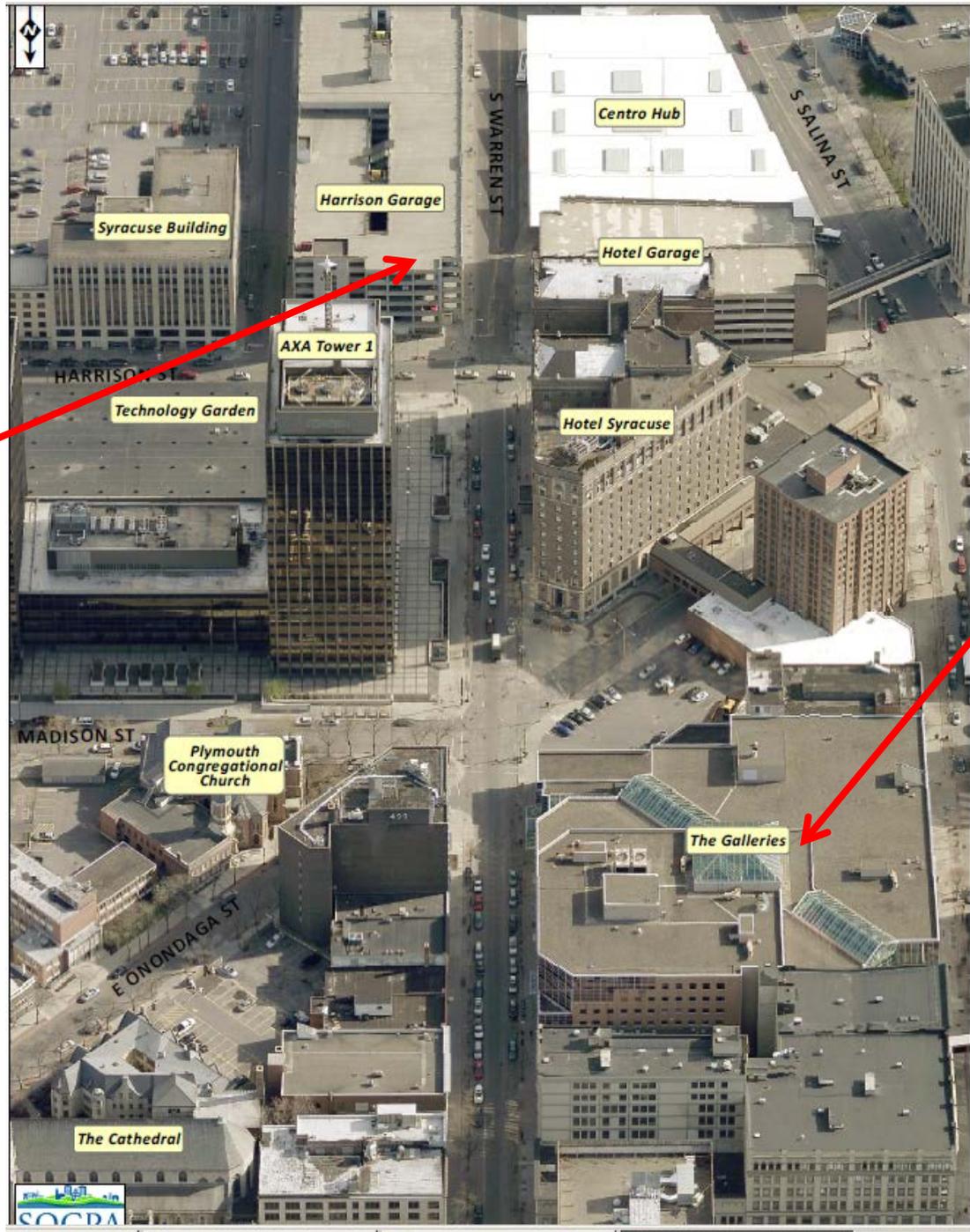
**Upstate Medical University**

# The Syracuse Galleries & The Harrison Street Parking Garage:

The Harrison Street Parking Garage is approximately 600 feet from the Syracuse Galleries



Harrison  
Parking Garage  
200 Harrison  
Street



The Syracuse  
Galleries  
441 South  
Salina Street

View from  
Harrison  
Parking Garage



# 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
- Axygen
- 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 4<sup>th</sup> &  
5<sup>th</sup> 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 4<sup>th</sup>  
& 5<sup>th</sup> Floors



Hallway  
leading to bank  
of elevators.



Elevators to 4<sup>th</sup>  
& 5<sup>th</sup> floors.

They will be  
on card access.



Stairs to 2<sup>nd</sup>  
floor of  
Galleries



Hallway to 2<sup>nd</sup> floor  
stairwell access to 4<sup>th</sup>  
& 5<sup>th</sup> floors

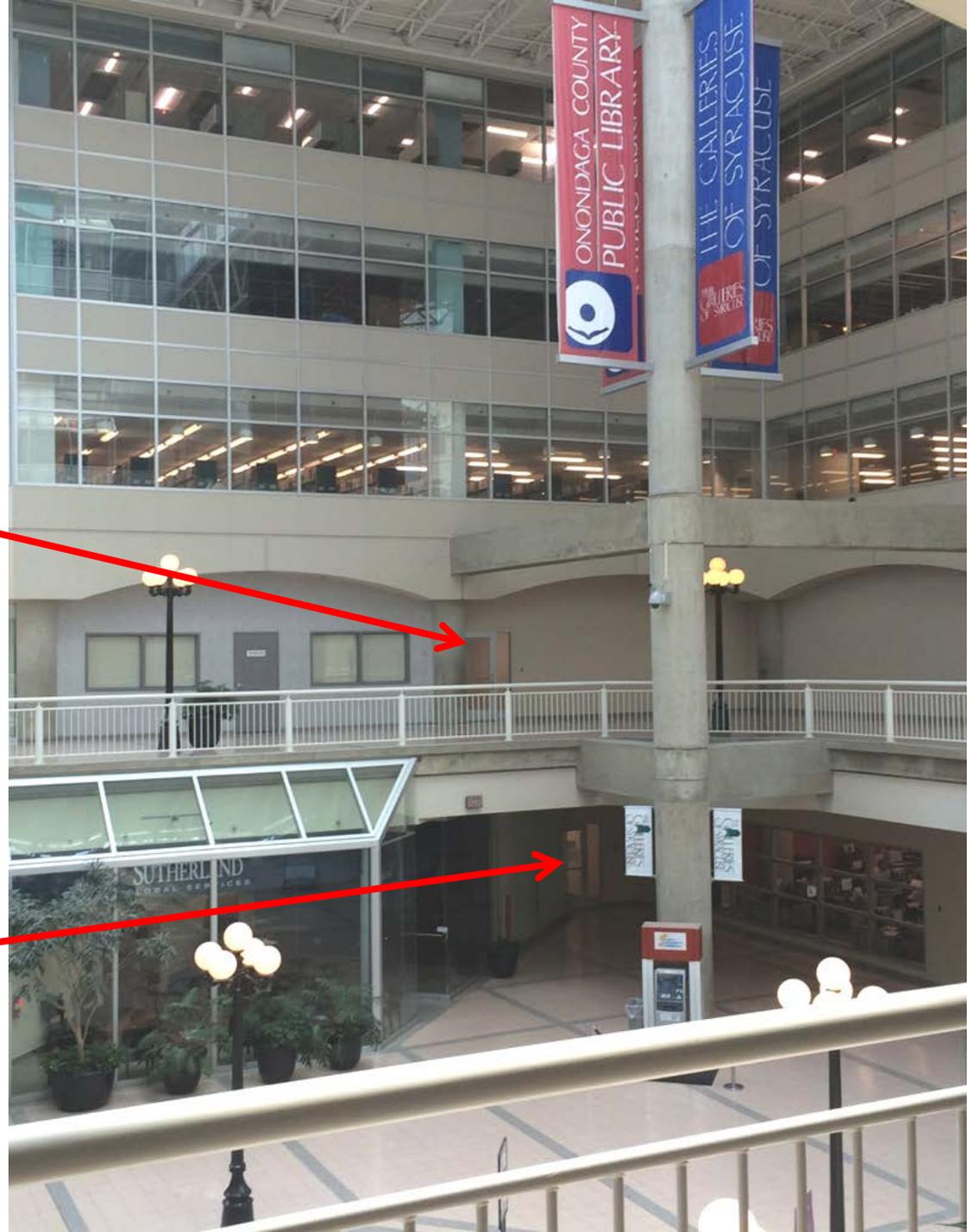


Hallway to 1<sup>st</sup> floor  
elevator access to 4<sup>th</sup>  
& 5<sup>th</sup> floors

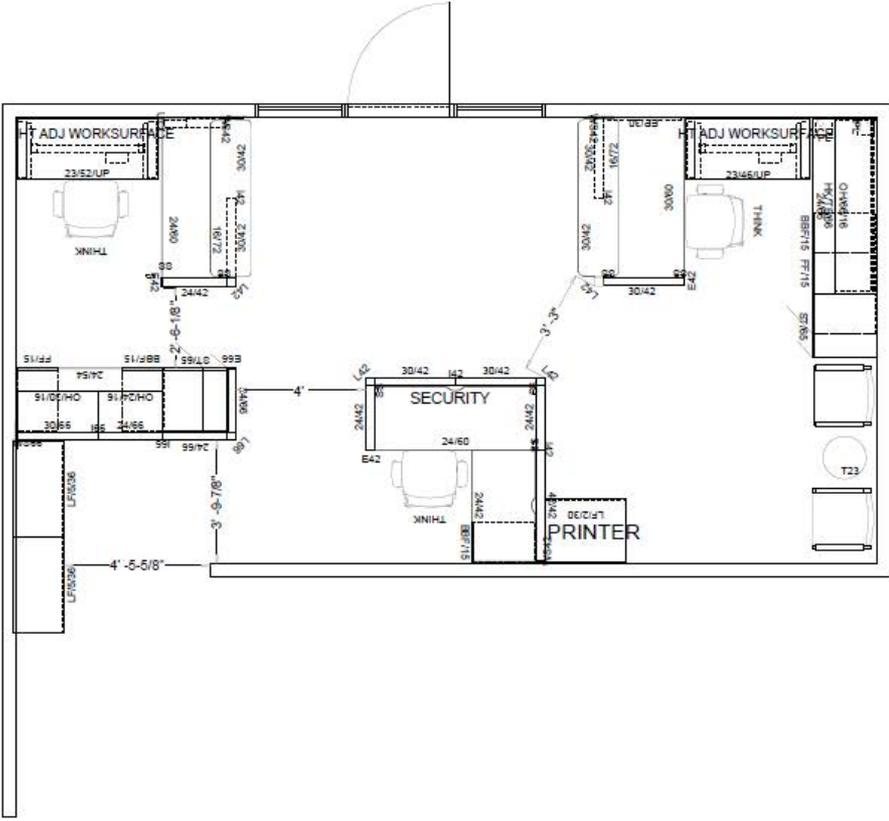


2<sup>nd</sup> floor stairwell  
access to 4<sup>th</sup> & 5<sup>th</sup>  
floors

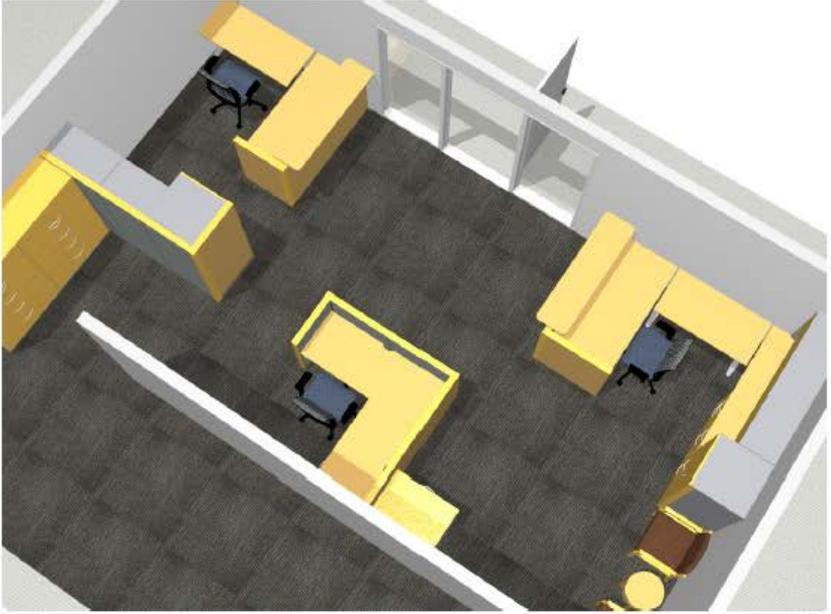
1<sup>st</sup> floor elevator  
access to 4<sup>th</sup> & 5<sup>th</sup>  
floors



# 5<sup>th</sup> Floor Reception Area University Police/ Public Safety Desk Area



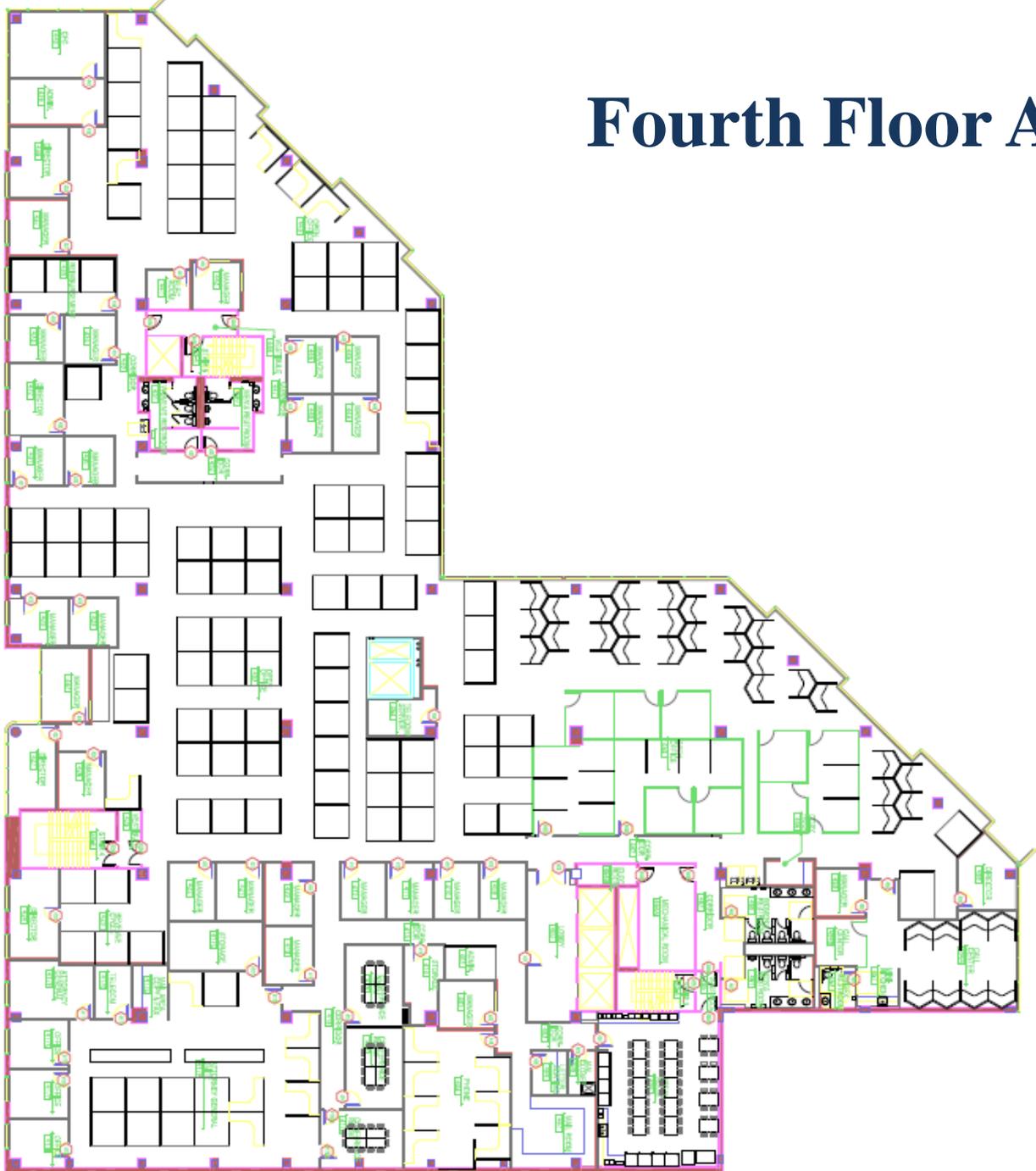
Scale: 1/4" = 1'



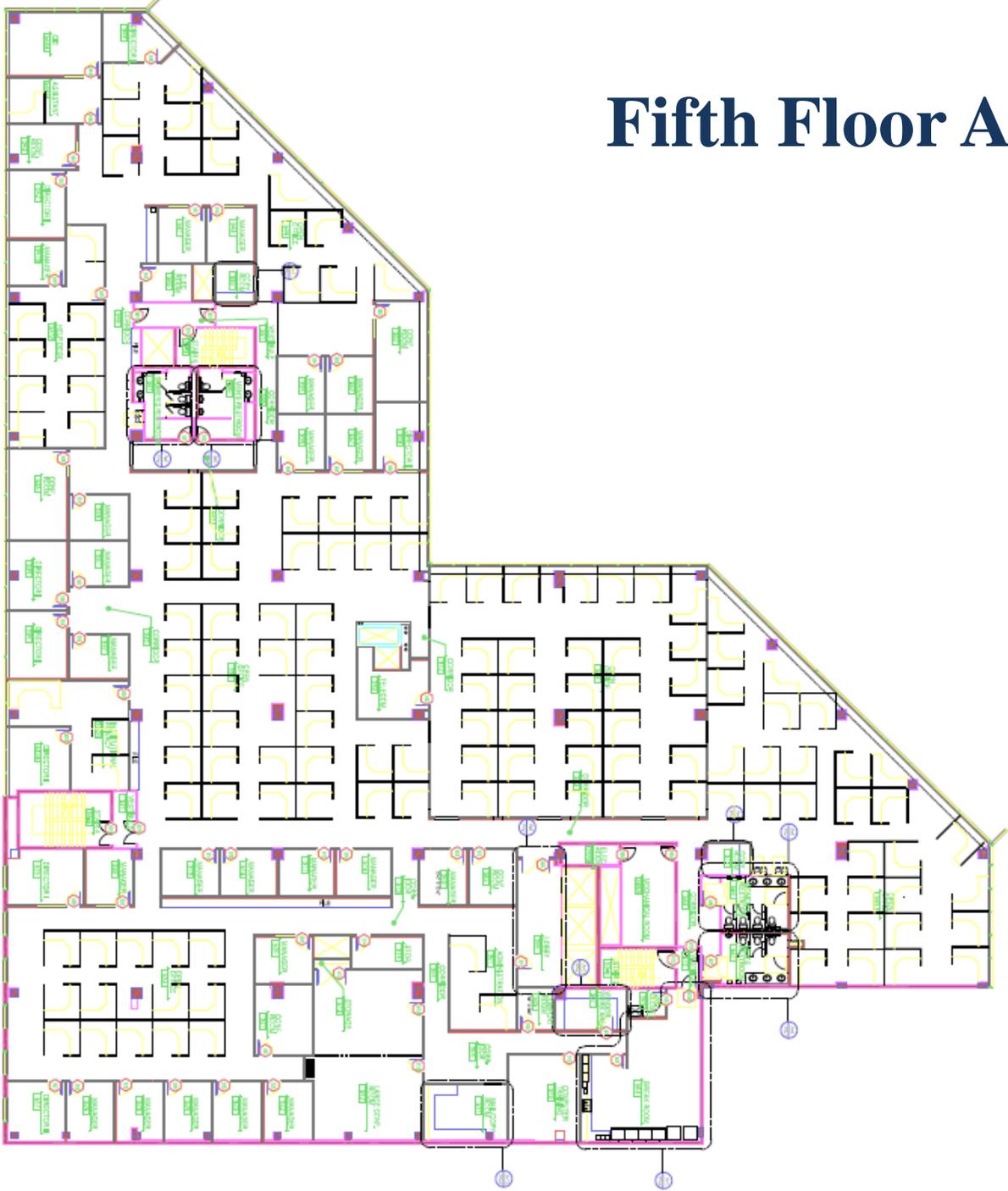
5th Floor  
Reception /  
University  
Police/Public  
Safety Area  
Entrance



# Fourth Floor Area



# Fifth Floor Area



# Work Areas





*Onondaga County Public Library Main Entrance*

**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 1<sup>st</sup> 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: 5<sup>th</sup> 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

Room	Seats	Power	Tables	Video Conf	Phone	TV	Connect to TV	Notes
502	8	Wall & column	3 mobile	No	Wired Polycom	50"	HDMI	
512A	30	Wall & 2 floor boxes	6 mobile	Yes (can include side B)	Integrated	80"	ClickShare (2 pucks)	Ceiling speakers & microphone Wall mounted access panel
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 <ul style="list-style-type: none"> <li>Speakers can be used independently of side A</li> <li>Mic will not work on B side alone</li> </ul> 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.

# Frequently Asked Questions

## **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
  - 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);
  - The Galleries underground garage (entrance on South Salina; there is a traffic light at the garage entrance, in the middle of the block); or
  - Surface parking lot on South Warren Street before the Galleries building.
  - 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.
  - Go to the center of the Galleries (where the escalators are located).
  - Stand at the bottom of the escalators on the first floor (Cristo's will be on your right).
  - Look straight ahead and you will see an ATM machine.
  - 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):
  - Press the button on the larger black box mounted to the right of the glass door.
  - The public safety officer on the fifth floor will communicate with the visitor and check PassagePoint for their arrival.
  - If the visitor is not in PassagePoint, the PSO will verify the person's visit with the appropriate Upstate employee.
  - After the visitor has been verified, the PSO will release the locked door, and the visitor will walk to the elevators.
  - The PSO will send elevator #1 to pick up the visitor.
  - The visitor will report to the fifth floor and be checked in by the PSO.
  - The visitor will receive a visitor's badge.
  - The PSO will either escort the visitor to the meeting point or call the host to escort the visitor.
  - 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.