

IMPORTANT MESSAGE from your FACILITIES MANAGER:

Welcome students. *Exceptional facilities attract exceptional students and Katz Graduate School of Business is very fortunate to have such fine facilities. The success of KGSB, as well as your own, is directly affected by our facilities. I've established some guidelines listed below and with your cooperation, our facility will remain pristine.*

Thank You and Good Luck!

Greg Guzewicz, Facilities Manager, Katz Graduate School of Business
University of Pittsburgh, 112 Mervis Hall, 412-648-1548

Cleanliness

"Keep Katz clean and pristine"

Recent and continuing renovations here at Mervis Hall only add to the prestige of our business school. Elite facilities propel our global position ultimately benefiting you. Respect our facility, keep your feet off furniture, and remember, an executive environment for future executives is the vision, so help keep Katz clean and pristine.

Katz MBA STUDENTS' Team Room Protocol and Usage Policy

"Share the Space - An open chair is an available space"

Please be advised that only MBA/MAcc students have access to team room in Mervis Hall. Access can be gained by swiping your Pitt ID after you've registered it with the front desk receptionist. Unless a team room has been reserved, students and other individuals who are not members of the MBA/MAcc Programs may be requested to vacate a team room if that room is requested for use by an MBA/MAcc student. If an issue arises in regard to the occupancy of a team room, please see the receptionist. Your cooperation is greatly appreciated.

Team rooms are intended for use by MBA/MAcc TEAMS, and not by individuals unless there are no teams who need space to work together. The study carrels in the library are designed for single-student use. Students studying by themselves in a team room must permit other individual students to join them. Whiteboard markers and erasers can be borrowed from the receptionist desk. Please return supplies and clean up the rooms before vacating. The window blinds are closed daily at dusk, please keep them closed.

Team rooms 1 & 2 & 3 can be reserved by MBA/MAcc students through "StudentNet". Reservations must be made by the prior day accepted on weekdays only. MBA/MAcc students may also reserve team rooms 1, 2, or 3 the day of at the time their reservation starts if and only if the team room is empty. The rest may be occupied by MBA/MAcc students on a first-come, first-serve basis, (no reservations) and AN MBA/MAcc GROUP ALWAYS HAS PRIORITY over a single student. At least one member of a team must remain in the room at all times to hold a room. If other members of the team fail to return in a reasonable amount of time (15 minutes), the single occupant must relinquish the room to a team waiting to use the space. Leaving study materials spread on the table with no team members remaining in the room will not hold the space. These guidelines were developed to ensure the most efficient use of our study space.

Conference Room Usage Guidelines 101, 102

The Katz Graduate School of Business Conference Rooms, because of their unique characteristics, should be utilized primarily for events that require and can benefit from these characteristics. The quality of the space, as well as their highly visible location, requires that restrictions be placed on their use. These restrictions include limitations on the types of events and the persons who make use of the area. In order to achieve this goal, as well as to protect and preserve the quality of the rooms, the following regulations have been established:

- Any proposed use, outside of meetings, seminars, receptions or luncheons need approval
- Only staff and faculty may request use of the rooms and must be present for the extent of the meeting if students are in attendance
- Notification of cancellations as well as adherence to the length of time the room was requested to be reserved, is essential due to the high demand for the use of the rooms
- Coasters, placemats, and protective mats for equipment, are provided and must be used in order to preserve the finish of the tables
- Keep the room clean; report any spills or other maintenance items
- Put chairs, placemats and coasters back in place, cleanup and make sure the room is back in order after use
- The person the reservation is made for is responsible for the room for the duration of the meeting

Refrigerators

"Available to all - Keep them clean"

Refrigerators are located on the first floor in the kitchen. Its intended use is for individual students to temporarily store their meals. Please keep it clean, identify your container with your name and remove items daily. Since housekeeping does not clean refrigerators and in order to maintain sanitary conditions, items left in the refrigerator for prolonged periods of time will be disposed of.

Microwaves

"Available to all - Keep them clean"

Two microwave ovens and a toaster are located in the first floor kitchen. They are intended for the use of students. Since housekeeping does not clean microwave ovens, and in order to maintain sanitary conditions, please clean the ovens after use. Cook with lids, a paper towel or napkin cover to eliminate food contamination in the ovens.

Lost & Found

"Return what you find"

It is appreciated that any items found be turned in at the first floor reception desk. Lost items can be claimed at the same.

Thefts

"Be aware and care"

As with most buildings on campus, Mervis Hall is a public building. You are highly advised to exercise reasonable precautions with your personal belongings. In addition, immediately report any incidents of vandalism or theft to the receptionist desk. Even thefts or vandalism of small, inexpensive items adversely affects Katz as a whole.

Van Call - Transportation After Dark – call 412-624-1700

Van Call service is available during the night and early morning hours to transport you from one campus building to another, from local residences to campus buildings, and from campus buildings to local residences. Each rider is permitted one round trip per night. You will need to show the driver a current and valid Pitt ID. If the route you wish to travel is served by a campus bus or shuttle, you'll be told where the closest stop is located instead, and when the bus or shuttle will arrive.

Safety - Emergencies Call Pitt Police – 412-624-2121 or 4-2121

Report suspicious people to the reception desk or call the Pitt Police.

The exterior blinds in all of the team rooms will be closed at dusk.

Exterior doors are not permitted to be blocked open.

Vehicles are prohibited from driving up onto the front sidewalk.

Parking behind Mervis Hall is by permit only.

No bicycles or pets are allowed inside Mervis Hall.

Pull Stations

In the event of a fire emergency, pull stations will activate the fire alarm system and send emergency response units. Pull stations are located near every exit and near the entrance to each stairwell. Fire extinguishers are located in fire hose cabinets and hanging on walls in various locations throughout the building.

Fire Alarm

When the fire alarm system activates, all building occupants are required to evacuate the building and assemble near the street in front of or behind Mervis Hall.

Building Hours:

Monday – Friday	6:00AM - 11:30PM
Saturday	7:00AM - 8:30PM
Sunday	8:30AM - 10:00PM

Jazzman's Café Hours:

Monday – Thursday	7:30AM - 8:00PM
Friday	7:30AM – 1:30PM
Closed:	Saturdays – Sundays & Summer