



Lawrence Campus Satellite Office Suite Guide



KU School of Professional Studies

Table of Contents

Access.....2
 Office Hours2
 Space Reservations.....2
 Guidelines & Expectations3
Use.....4
 Mail Procedures.....4
 Supply Management4
 Lost & Found5
Emergency Procedures.....5
 Evacuation Plan5
 Inclement Weather5
 First Aid.....6
Break Periods6
 Winter Break.....6
Support Contacts.....7

Note: This guide will be updated periodically as features and access evolve.

Access

Office Hours

Access is available whenever the Joseph R. Pearson (JRP) building is open. Building access should be active from 7am – 10pm Monday through Friday. The JRP Suite will be open on Mondays and Thursdays from 12pm – 4pm during the Spring semester.

Faculty office hours will be determined at a later date.*

Building Address:

Joseph R. Pearson Hall, 1122 West Campus Road, Lawrence, KS 66045

The suite may be used by any SPS faculty or staff. The JRP 242 suite uses swipe access, this is separate from the building swipe access and will need to be set up before first use. This is managed by Laurie Brown.

- Extended access can be arranged with building swipe access if necessary—contact Steve Werninger or Laurie Brown for assistance, managed through the KU Lock Shop.

Space Reservations

Both the JRP 242A Private Office and JRP 242B Conference Room are available via reservation. JRP 242A and JRP 242B should be reserved in **2-hour blocks** to ensure fair use.

The hoteling cubicles in the 242 suite are JRP 242G, JRP 242H, JRP 242J, and JRP 242K. Hoteling stations may be booked for up to one full day at a time.

Spaces are reserved through Outlook, like other KU reservable offices and meeting rooms.

Note: Workstations 242C–F are being held for future faculty hires. Workstations 242L–M are designated for rotating student services and recruitment staff.

To Reserve, open Outlook Calendar,

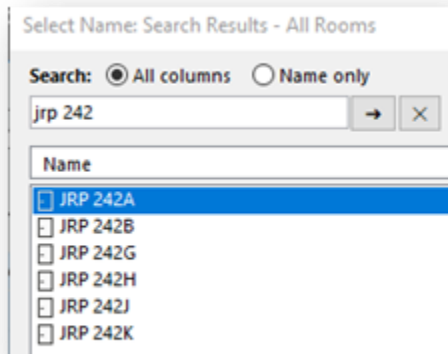
1. Select 'New Meeting,' and in the location field,
2. Click on the Location button, and
3. Search for the room name (e.g., 'JRP 242A').
 - You may also click on the “**Add Calendar**” button in the ribbon,
 - select “**From Room List...**”

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KU School of Professional Studies

- and type in **JRP 242** and click on the arrow.

You may do this for all the spaces if you anticipate booking the spaces regularly so you can see other bookings.



Guidelines & Expectations

- Do not leave food or drinks in the space at the end of your reservation.
- Tidy desks, tables, and equipment after use.
- Remove all personal items when your reservation ends.
- Be considerate of those working in nearby personal offices.
- Conference room: return mobile cart and cables to their original setup.

Kitchenette Etiquette

- Refrigerator: May be used for short-term food storage. It will be emptied monthly - label items if they should remain.
- Microwave & Keurig: Available for use. Bring your own coffee pods, creamer, and sugar.
- Dining Table: Small 4-person table available for meals or breaks.

Opening Procedures

Suite lights should be turned on, and the suite floor should be vacuumed. 242A and 242B doors should be opened. The opening sign should be flipped to open on the suite entrance door.

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KU School of Professional Studies

Closing Procedures

Trash should be dumped from all cubicle areas into the larger main trashcan. All recycling should be recycled in the receptacle in the hallway by the elevator across from the main office of JRP. The lights should be turned off in the suite. The front desk sign should be placed on the counter facing the window on the door. The open sign on the suite door should be flipped to “We will be back at” and the time adjusted to the anticipated time.

Use

Mail Procedures

Incoming mail is delivered to the JRP 248 mailroom. There is a shelf dedicated to the School of Professional Studies. You will want to make sure that your mail indicates the School of Professional Studies on the envelope or package in order to ensure it gets sorted appropriately.

All outgoing mail will be picked up from the mailroom as well. Outgoing mail requires proper postage. The JRP office does not supply postage. Billing for postage/shipping will be invoiced to your specific programming unit.

Supply Management

Supplies will be ordered on the 1st and 15th of each month. Basic office supplies can be found in the filing cabinets next to the Keurig & Refrigerator on the back wall of the suite. All supplies purchased require preapproval prior to purchasing and could be delayed for various reasons. Requests for supplies outside of the schedule should be given at least a week’s notice. We are unable to accommodate same day requests and need a minimum of 3 days to complete purchases.

Supplies provided in the suite are expected to be communal unless otherwise specified. Please return any supplies taken from the supply cabinets/drawers/shelves.

Technology & Equipment

- Conference Room (JRP 242B): Equipped with a mobile cart featuring a large TV, camera, and microphone. Supports HDMI and USB-C connections.
- Hoteling Stations: Each is set up like those at Edwards Campus, with dual monitors, keyboard, mouse, webcam, and headset.
- Printer & Supplies: Available within the suite for general use. Contact IT (kuec_support@ku.edu) if printer connection issues occur.

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KU School of Professional Studies

If you notice missing equipment (headsets, webcams, etc.), please also alert IT support.

Printer Etiquette

Printed papers left on the printer will be placed in the abandoned prints tray. Any prints left in the tray will be emptied on Thursdays. Printing projects will need to be completed using an MFD large printer or through Jayhawk Ink print shop in the Kansas Union. Be mindful of others in the suite that may be in meetings whose spaces reside by the printing station in the suite.

Ink is ordered by the Edwards Campus IT department. You will need to notify kuec_support@ku.edu if you notice the ink is low and needs to be reordered.

Printing Charges: Each program is billed quarterly. Lawrence-based faculty may choose to print on campus in Lawrence.

For questions, contact John Bricklemeyer or Stephanie Miller.

Lost & Found

The lost and found will be located in the Learning Resource Center of JRP. Any items collected in the suite will be brought to the lost and found of the building.

Emergency Procedures

Please familiarize yourself with the nearest building exits, restrooms, and emergency equipment (e.g., fire extinguisher, AED). Follow KU emergency procedures in case of fire, severe weather, or other building alerts.

Sign up for Emergency Alert Notifications: <https://alerts.ku.edu/>

Evacuation Plan

A copy of the JRP building evacuation plan is located in the student support services binder.

Inclement Weather

For answers to some frequently asked questions, visit <https://humanresources.ku.edu/inclement-weather-information-faq>

To sign up for text weather alerts from KU: <https://alerts.ku.edu/>

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KU School of Professional Studies

First Aid

A basic First Aid kit is located in the top drawer of the filing cabinet at the student services front desk. For other medical supplies, please head to Watkins Health Clinic for additional medical help.

In the event of a medical emergency, please call 911.

Break Periods

Winter Break

Security

To enhance security during the academic break, most campus buildings will be locked. Employees who work onsite and those who need occasional access will still be able to enter through keycard access. If electronic access has not been configured, an [online service request can be submitted](#).

Mail Delivery

Federal mail will *not be delivered* unless delivery is specifically requested in the unit plan reports. The Campus Mail office will be completely closed Dec. 22- Jan. 2 and will resume Monday through Friday campus mail delivery on Jan. 5.

Prior to placing orders for goods in advance of the academic break, please consider your office's schedule. Packages delivered by UPS, FedEx, or DHL to closed offices during the break will be returned to their sources. Someone must be on hand to receive all of the mail for the building; otherwise it will not be left.

Because of delivery challenges during the academic break, making purchases for delivery should be limited. The at-home delivery options for necessary office supplies are still available. If there are no available personnel to receive deliveries, please do not purchase non-essential items for delivery.

All offices must provide the names and phone numbers of two emergency contacts in their unit plans. Units are also expected to post their schedules and emergency contact numbers prominently and well in advance. Voice mail messages providing the schedule, appropriate referrals, and emergency phone numbers should be recorded.

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KU School of Professional Studies

Holiday Settings

Academic and administrative buildings are scheduled unoccupied during holiday periods, similar to weekend schedules. A [list of university holidays](#) is available on the KU Human Resource Management website.

KU academic and administrative building temperatures are carefully scheduled throughout the year to achieve the highest levels of personal comfort and energy efficiency. For more information on temperatures, visit the [Energy Policy and Standards page](#).

If your department has a special event scheduled in a space typically closed during holiday periods, consider hosting your event in an alternate building that will have standard heat or air conditioning during the holiday period. Scheduling your event in an occupied building will save energy by using the heating or air conditioning already provided in the occupied building.

If you need to hold your event in a building that is typically not occupied during holiday periods, and you want to request a temporary temperature setting adjustment, contact Facilities Services at [785-864-4770](tel:785-864-4770) or facilities@ku.edu. Facilities Services will use the most energy efficient means of supplying cooling or heating for approved off-hour/holiday requests.

Room Temperatures

During the academic break, the following energy conservation measures will be in effect for academic and administrative buildings, including spaces such as classrooms, offices, class labs, lecture rooms, auditoria, lobbies, hallways, etc. Libraries and Research laboratories will be excluded from these measure:

- Thermostats will be allowed to float below 69° from Dec. 13 to Jan. 14 in buildings with limited to no occupancy.

For additional information please visit <https://winter-recess.ku.edu/campus-services>

Support Contacts

- General Space Concerns: Laurie Brown (lauriebrown@ku.edu) & Steve Werninger (swerninger@ku.edu)
- IT/Equipment Issues: Felix Mercader (felix.m@ku.edu) *
- Key/Suite Access: Laurie Brown

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KU School of Professional Studies

This document provides guidance on the use of the new office suite located in Joseph R. Pearson Hall, Room 242. The suite is designed to support School of Professional Studies (SPS) faculty and staff by providing flexible, reservable work and meeting spaces, along with amenities to support day-to-day needs.

A walkthrough of the suite is available here: [KU MediaHub Video](#)

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