

Welcome to
The College of Public Affairs and
Community Service
CPACS



Occupant Guide

Courtesy of UNO's
Facilities Management and Planning (FMP)

A Message from the Director of FMP and the Dean of CPACS

The recent renovation of UNO's College of Public Affairs and Community Service (CPACS) building brings together all of the college's individual units and outreach programs for the first time since its opening in 1973. The facility, built in 1957, originally housed the College of Engineering, now located at the University of Nebraska Peter Kiewit Institute on the Pacific Street location of the UNO campus. The renovation for this project was funded by state allocations and private donations. Lead gift commitments were made by the Peter Kiewit Foundation, the Lozier Foundation, the Mammel Family Foundation, the Ruth Scott Family Foundation and the Weitz Family Foundation. The facility is comprised of over 150 faculty and staff who are dedicated to their focus on diversity and fostering a high-quality learning environment to the community.

This user manual acts as an instructive tool to provide and inform the building occupant of all services available to them including important updated features. The building designs are outlined in detail within these pages and will hopefully allow for increased student access to the facility spaces to promote collaboration between the departments, faculty and students, and the community. Our intent is for you to use this manual as your primary information source for answering your building-related concerns.

Our objective in the re-design of the CPACS facility was to build an open, interactive environment that emphasizes a commitment to academics, research and outreach.

*John Amend, Director, Facilities Management and Planning and
B. J. Reed, PhD, Dean, College of Public Affairs and Community Service*

Welcome

Welcome to the newly renovated College of Public Affairs and Community Service (CPACS) building, located at the heart of the UNO's Dodge Street Campus. The purpose of this brochure is to answer some of the questions you, as a new occupant, may have. Information about campus resources and procedures can also be found in this pamphlet. A limited phone directory is provided on the final page.



Temperature & Environmental Control

The new HVAC (Heating Ventilation and Air Conditioning) system in the building is a Variable Volume Reheat System. This computer controlled system varies air flow according to internal heating and cooling requirements. The energy efficient design reduces unnecessary heating and cooling throughout the building. A thermostat in each zone can be adjusted for minor temperature changes. Please refer to the 'Building Temperature Policy' located in the 'Maintenance & Utilities' section of UNO's Facilities Management and Planning web page.



Lighting

All classrooms and offices are equipped with multi-level lighting arrangements. Lighting levels can be adjusted within these spaces as required. The classroom and office lighting systems are equipped with energy saving occupancy sensors. These sensors monitor the space for occupants and will automatically turn off the lights after a period of time if no movement is detected within the space.



Environmental Services

UNO has a dedicated custodial staff; the morning shift is scheduled to clean Monday through Friday, from 5:00 a.m. to 1:30 p.m. and is responsible for the majority of custodial tasks. The afternoon shift begins at 12:00 p.m. and ends at 8:30 p.m., with the responsibilities of additional cleaning in public areas and responding to emergencies. Further information can be found in the 'Environmental Services' section of the UNO Facilities Management webpage.

Shuttle Bus Routes

University shuttle buses make regular drop-offs in Lot Q and pick-ups in Lot M (both lots are west of CPACS). Buses either travel within Dodge Campus or commute between Pacific and Dodge locations. Additional information on University parking and shuttle bus can be found at the 'Parking Information' section of the UNO Campus Security website.



Fire Alarm

Pull stations, smoke detection, and fire sprinkler water-flow monitors all activate the fire alarm system. These devices each have a unique identifier, broadcasting the exact location of the event. All University emergencies, including fire detection, are monitored by Campus Security at a centralized location. The building's fire alarm system is equipped with voice evacuation messages.



Building Access and Security

A closed circuit television (CCTV) surveillance system and an intrusion detection and admittance system (card readers) make up the building's security system. Cameras are located at both interior and exterior locations.

Card readers are located at the main entrances to the building and at certain offices and classrooms. Access to these areas is gained upon presentation of an authorized UNO ID card. Contact UNO Campus Security with authorization questions.

The regular hours of operation for the building are Monday through Friday, 8 a.m. to 10 p.m. and Saturday from 8 a.m. to 1 p.m. UNO Campus Security will regularly check the building all hours of the day, every day. For more information visit the campus security website.



Requests for Construction Services



Requests for construction services can be made through the Facilities Management and Planning web site by clicking the link located in the left hand column titled “Request For Construction Estimating Services.” After submitting the form you will be contacted by a Facilities Project Manager.

Some requests will require the service of outside contractors. Facilities will contact outside contractors for these services. Please be patient if the time it takes the contractor to respond is longer than FMP’s normal response time.

Work Orders

For small or routine maintenance requests contact the Facilities service desk, 554-3600, during normal business hours. The phone will be answered from 8:00 a.m. to 5:00 p.m., Monday through Friday. Work orders can also be requested via email at unofacilities@unomaha.edu.

Phone Lines & Network Connections

All classrooms are equipped with hard-wired network ports and a wireless network is accessible throughout the building. All offices in the building are equipped with both hard-wired network and telephone service. To make a phone call from one University phone to another, simply enter the last 5 digits of the number; to dial out, press 9 followed by the number. If you experience any problems or have any questions, contact the Information Services Help desk at 554-4357, or visit their website. You can contact the Telecommunications Desk at 554-3036 or visit their web page.

Mail Service

Mail and parcels will be delivered to the College of Public Affairs and Community Service Building once a day during regular office hours. The Mail Room can answer any questions on mail delivery and/or pick up at 554-2337. You can also visit their website for more information.



Phone Directory

CPACS Dean's Office (CPACS 109)	554-2276
Aviation Institute (CPACS 120)	554-3424
Center for Public Affairs Research (CPACS 108)	554-2134
CPACS Technology Center (CPACS 107)	554-3766
Custodial Services	554-2656
Department of Gerontology (CPACS 211)	554-2272
Division of Continuing Studies (CPACS 207)	554-2370
Facilities Management and Planning, CTR 200	554-2500
Facilities Service Desk (Maintenance Work-Orders)	554-3600
Goodrich Scholarship Program (CPACS 123)	554-2274
IS Help Desk	554-4357
Landscape Services	554-2329
School of Criminology & Criminal Justice (CPACS 218)	554-2610
School of Public Administration (CPACS 111)	554-2625
School of Social Work (CPACS 206)	554-2792
Security Desk (EAB 100)	554-2648
Telecommunications Desk	554-3036
UNO Information (EAB 101)	554-2800
SECURITY EMERGENCY	554-2911

Elevator

