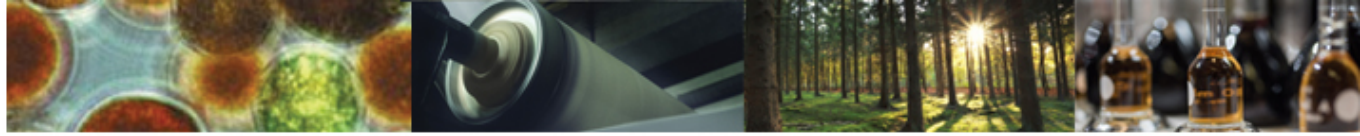




# PAPER TRICENTENNIAL BUILDING



The Paper Tricentennial Building is home to two of Georgia Tech's Interdisciplinary Research Institutes (IRI) — the Renewable Bioproducts Institute and the Institute for Materials. The facility is also home to multiple labs and a cross-section of faculty members representing various schools and units across the Georgia Tech campus. The following is a list of regulations, guidelines and general information regarding the PTB. Please forward inquiries to [lavon.harper@rbi.gatech.edu](mailto:lavon.harper@rbi.gatech.edu).



# Paper Tricentennial Building Reference Guide

## **ADDRESS** (for US mail):

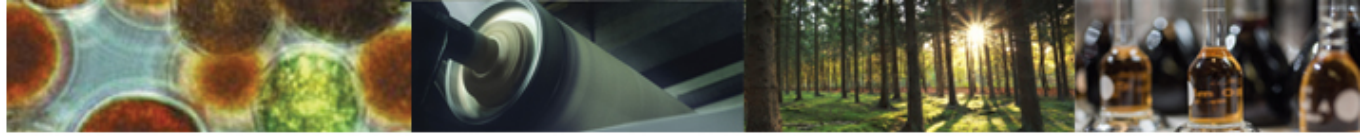
500 10<sup>th</sup> St. NW, Atlanta GA 30332-0620

## **BUILDING ACCESS**

The main entrance door will be unlocked each weekday from 7:30 am until 6:00 pm. All other doors require BuzzCard access. Buzzcard activation arranged through [Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu).

## **BUILDING EVACUATION**

Floor-plans are displayed near the stairwells showing both the closest exit route and the appropriate outdoor areas at which to congregate in the event of an emergency evacuation.



# Paper Tricentennial Building Reference Guide

## **BUILDING MANAGER**

Jerry Nunn, [Jerry.Nunn@rbi.gatech.edu](mailto:Jerry.Nunn@rbi.gatech.edu) Room 239

Office phone (404) 894-5332

Mobile phone (404) 276-0834

FAX (404) 385-0577

## **CONFERENCE ROOM SCHEDULING**

- Room reservations may be requested by PTB residents and GT personnel who interact with RBI.
- Requests for Monday through Friday 7:30am-5:00pm (NO afterhours; NO weekends) room reservations, should be sent to Lavon Harper [Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu). Please provide:
  - purpose of meeting
  - number of attendees (and names of any non GT people)
  - caterer's name (if applicable) and the time of drop off and pick up

*(cont.)*



# Paper Tricentennial Building Reference Guide

## *(Conference Room Scheduling, Cont.)*

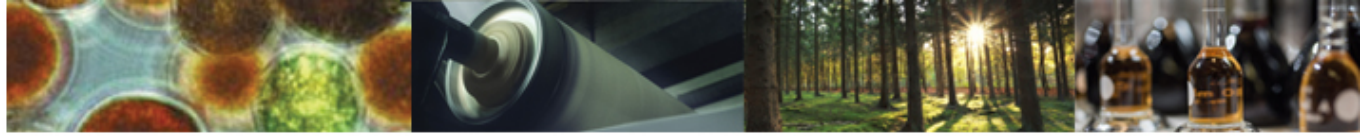
- Front doors hours of operation 7:30am – 6:00pm Monday-Friday. After hours and all other doors are Buzz Card (must be programmed) entry only.
- Any non GT people attending meetings/events must sign in at the PTB reception desk and will be required to wear a name badge while in the building.
- **Attention** meeting organizers—see important information under **PARKING**
- For any meeting space questions, please contact [Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu).

### **Alcohol**

If alcohol will be served, please review the Campus Alcohol Policy and submit the Alcohol Authorization Form prior to the event for approval. Please submit a copy of the approved form to [Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu) prior to the event.

### **Audio/Visual**

A/V support provided to RBI personnel only. RBI computers are to be used by RBI personnel only, but a plug-in to projection is available to non RBI personnel if they have their own laptop. **(cont.)**



# Paper Tricentennial Building Reference Guide

## *(Conference Room Scheduling, Cont.)*

### **Custodial Service**

Depending upon your event or the time/day, it may be required that you request custodial service if you are serving food/refreshments/alcohol. Contact custodial regarding fees associated with service.

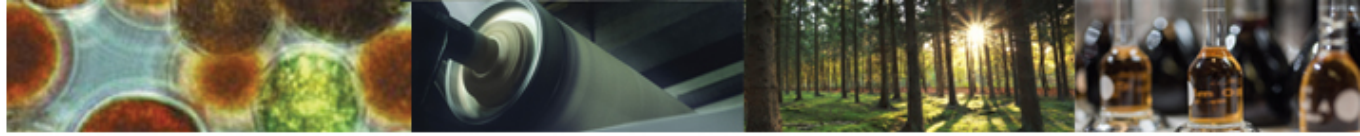
[Chalett.Mitchell@facilities.gatech.edu](mailto:Chalett.Mitchell@facilities.gatech.edu)

### **Setup/Cleanup**

Please DO NOT slide or push furniture along the floor as this leaves scratch marks in the floor. Cost associated with any repair will be the responsibility of the reservation holder. Replace all furniture to the original location and notify the facility manager

[Jerry.Nunn@rbi.gatech.edu](mailto:Jerry.Nunn@rbi.gatech.edu) of any damages. Desk, chairs, furniture, etc. should be neatly placed and ready for use when you exit the room.

*(cont.)*



# Paper Tricentennial Building Reference Guide

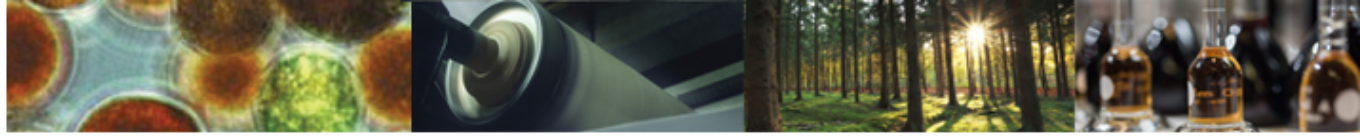
## *(Conference Room Scheduling, Cont.)*

**Rooms** (All rooms are equipped with whiteboards.)

**109** (Auditorium/classroom) scheduled by Event Management System <https://www.gtevents.gatech.edu/VirtualEMS/>. Food/refreshments are not allowed. Custodial service is required for any classroom reservation. Contact custodial regarding fees: [Chalett.Mitchell@facilities.gatech.edu](mailto:Chalett.Mitchell@facilities.gatech.edu)

- Seating for 224; 2,100 square feet
- Ceiling mounted LCD projector
- Computer
- Lectern with room controls
- Sound system
- Document projector
- Front projection screen
- A/V support provided by Georgia Tech OIT, 404-894-7173
- **No food or drink allowed**

*(cont.)*



# Paper Tricentennial Building Reference Guide

## *(Conference Room Scheduling, Rooms, Cont.)*

**114** (Seminar Room) scheduled by Lavon Harper of RBI – (404) 894-9550;

[Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu)

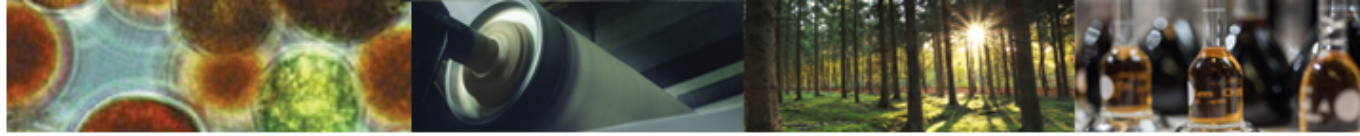
- Seating for approximately 48; 1,500 square feet
- Ceiling mounted LCD projector
- Front projection screen
- Computer
- Lectern
- Sound system
- Sink and serving area

**272** and **372** scheduled by Lavon Harper of RBI – (404) 894-9550;

[Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu)

- Seating for approximately 10; 250 square feet
- Front projection screen

*(cont.)*



# Paper Tricentennial Building Reference Guide

## *(Conference Room Scheduling, Rooms, Cont.)*

**316** scheduled by Alisha Kennedy of CACP – (404) 385-4614;

[Alisha@cacp.gatech.edu](mailto:Alisha@cacp.gatech.edu); <http://www.cacp.gatech.edu/alishakennedy.php>

- Seating for approximately 11; 317 square feet
- Front projection screen

**417** scheduled by Cecelia Jones of IMAT – (404) 894-7769;

[Cecelia.Jones@me.gatech.edu](mailto:Cecelia.Jones@me.gatech.edu)

- Seating for approximately 12; 282 square feet
- Computer with LCD Monitor
- Sound system
- Video Cam & HDMI capabilities

**515** (PCR) scheduled by Lavon Harper of RBI – (404) 894-9550;

[Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu)

- Seating for 10; 339 square feet
- Front projection screen

*(cont.)*





# Paper Tricentennial Building Reference Guide

## *(Conference Room Scheduling, Rooms, Cont.)*

**521** (Boardroom) scheduled by Lavon Harper of RBI – (404) 894-9550;  
[Lavon.Harper@rbi.gatech.edu](mailto:Lavon.Harper@rbi.gatech.edu)

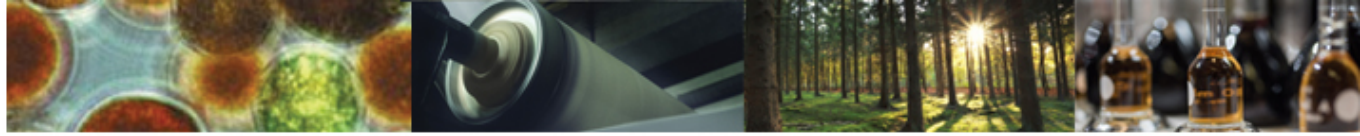
- Seating for 14 (side chairs offer additional seating); 682 square feet
- LCD monitor
- Lectern with Computer
- Sound system

## **DELIVERIES**

Use ZIP 30318 for courier, UPS, FedEx, etc.

## **ELEVATORS**

When transporting chemicals or using a cart of any kind, the service elevator (found in 102, 202, 302, 402 and 502) should be used instead of the main elevators.



# Paper Tricentennial Building Reference Guide

## **FRONT DESK**

Receptionist (7:30 am – 4:00 pm weekdays)

Security Guard (4:00 pm to 11:00 pm weekdays)

Phone (404) 894-5700

FAX (404) 894-4778

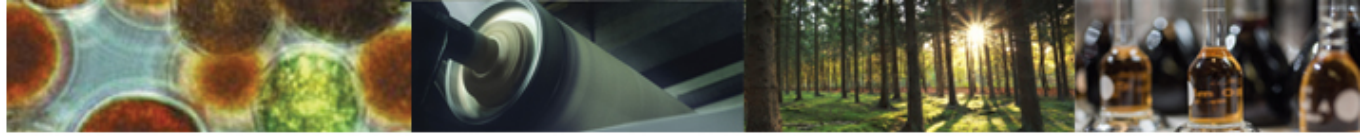
## **MAIL**

The Mail code for the PTB is 0620. The mailroom is located on the 2<sup>nd</sup> floor in room 241.

## **MEDICAL OR FIRE EMERGENCIES**

Call **Georgia Tech Police** at (404) 894-2500 or from a campus phone 4-2500.

For **EMERGENCY ONLY** after-hours repairs call the Georgia Tech Police



# Paper Tricentennial Building Reference Guide

## MUSEUM

The Robert C. Williams Paper Museum is located on either wing of the main floor and is free and open to the public.

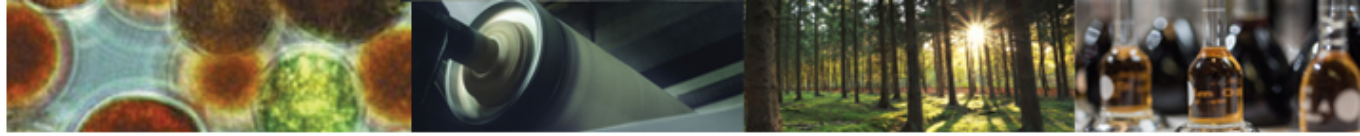
- Hours are 9:00 am – 5:00 pm, Monday through Friday.
- The Museum also manages a gift shop that is located just off the lobby.
- Contacts: Teri Williams, director, (404) 894-6663; Virginia Howell, Education Curator, (404) 894-5726

## PARKING

The GT permitted RBI gated parking lot (W-31) serves multiple campus buildings and includes designated handicap and visitor spaces. Options for parking in W31 for anyone without a W31 GT parking permit:

- **Visitors** (Business and Georgia Tech personnel)
  - 10 “Park Mobile” spaces inside the fence along 10th Street are designated as visitor parking. To pay by the hour for these spaces, visitors can go to [www.parkmobile.com](http://www.parkmobile.com) and set up an account. (See RBI receptionist for more detailed instructions)

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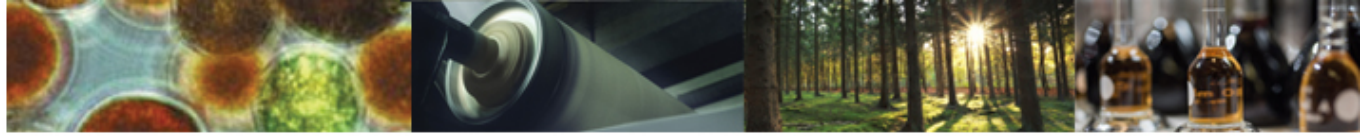
# Paper Tricentennial Building Reference Guide

## *(Parking, Cont.)*

- **Vehicles with GT permits are not allowed to park in these spaces unless they have a parking session started with Park Mobile.**
- Daily parking permits may be purchased from the Georgia Tech Parking office at a cost of \$8/day.
- **NOTE**: The six one-hour parking spaces in front of the building are intended for Museum visitors and are limited to one-hour parking.
- **After Hours Parking** The above policies/regulations apply.

## **RESTROOMS**

One set of restrooms is located on each floor across from the elevators with the exception of the first floor ladies room which is located just inside the entrance to the Members' Lounge / Cafeteria.



# Paper Tricentennial Building Reference Guide

## **SMOKING**

Georgia Tech is a “Breathe Easy” campus wherein the use of all forms of tobacco products are expressly prohibited. Please refer to the Tobacco- and Smoke-Free Campus Policy for additional detail on this Georgia Tech and University System of Georgia policy. ([http://www.usg.edu/wellness/initiatives/tobacco\\_and\\_smoke\\_free](http://www.usg.edu/wellness/initiatives/tobacco_and_smoke_free))

## **VENDING**

There are vending machines in the Cafeteria on the first level.