



College of Arts & Media

UNIVERSITY OF COLORADO **DENVER**

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# Dean's Office & Arts Building Quick-Reference Guide

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*Attachments:*

- *Quick reference phone guide*
- *Maps:*
  - o *Campus*
  - o *Parking*
  - o *Designated smoking areas*
  - o *Food Vendors*
- *CAM Phone Roster*
- *CAM Org Chart*
- *CAM Faculty & Staff Phone Directory*

## Maps

Please see the list below for maps around the Auraria Campus. The following is a link to all AHEC maps:  
<https://www.ahec.edu/about-auraria-campus/maps>

### Designated Smoking Areas

Please see the designated smoking areas map. It can also be found here :  
[https://www.ahec.edu/files/general/Smoking\\_Zone\\_MAP.pdf](https://www.ahec.edu/files/general/Smoking_Zone_MAP.pdf)

### Restaurants/Food

Please see the attached Auraria Food Vendors map. It can also be found here:  
<https://www.ahec.edu/files/general/Food-Vendor-Map.pdf>

Vending machines are also located throughout the Arts building.

### Parking

Please see the attached Auraria Parking Map. More information can also be found in the *New Staff Handbook*. It can also be found here:  
[https://www.ahec.edu/files/general/Parking\\_Map.pdf](https://www.ahec.edu/files/general/Parking_Map.pdf)

## Arts (AR) Building Hours (during the semester)

Monday – Friday	7:00AM – 10:30PM
Saturday	7:30AM – 10:00PM
Sunday	7:30AM – 9:30PM

## Facilities Services

The Arts building is maintained by the Auraria Higher Education Center (AHEC). If there are any issues with maintenance, grounds, and/or utilities (ex: ceiling lightbulbs), they can be reached at 303.556.3260 (during business hours) and at 303.556.5000 (after hours).

## Restrooms

There are two restrooms in the Arts building, one upstairs and another downstairs, in the south-west side of the building by the elevators. The next closest bathroom is in the Auraria Library.

## Trash/Recycling/Shredding

Trash and recycling bins are located throughout the building and the department. Recycling bins can be identified by their blue color. AR177 contains a confidential shred bin that is maintained by AHEC, and is located by the kitchen. Check to see if your office has its own shredder.

## Kitchen

AR177 (The Dean's Office) has a kitchen with a sink, garbage disposal, soap/hand sanitizer, microwave, toaster, coffee maker, refrigerator/freezer, and dishes/utensils. Please be mindful of cleanliness, by cleaning any messes made, and do not permanently remove anything from the kitchen that doesn't belong to you.

## Office Supplies

An office supply closet is located inside the kitchen area. If you need something that is not there, please contact the HR & Operations Coordinator.

## Purchasing

Contact your supervisor if you require any purchases for work related items.

## Printer/Scanner/Copier/Fax

A copy room is located in AR177-W, directly behind the front desk. This copier can also be used to print from your computer, scan, and fax. You will be given permission to use this machine and will need to enter your employee ID to use it.

CAM letterhead and fax cover sheet templates can be provided. Ask your supervisor for copies and/or the templates.

Mailboxes are also located in AR177-W.

## Conference Rooms

There are two located in the AR177. Please contact the AR177 front desk to schedule a conference room.

## Phone System

Please see the quick reference guide to the VOIP phones attached to this guide.

## IT issues

Contact CAM IT Representatives if you are having any issues with your computer, printing, phone, or Wilson drive access.

IT Director – Christian Ecker – 303.315.7411 – [Christian.ecker@ucdenver.edu](mailto:Christian.ecker@ucdenver.edu)

IT Professional – Michael Gualtieri – 303.315.7428 – [Michael.gualtieri@ucdenver.edu](mailto:Michael.gualtieri@ucdenver.edu)

If they are unable to assist you, please contact the CU Denver Office of Information Technology (OIT) help desk at 303.724.4357 (4-HELP) or visit their website to create a ticket.

<https://www1.ucdenver.edu/offices/office-of-information-technology>

## Work Related Injuries

Please report any work related injuries to your supervisor IMMEDIATELY after the injury occurs. Your supervisor will then notify the CAM HR department. Please contact the CAM HR department if you have further questions

## Emergency Procedures and Evacuation

Please see the attached evacuation diagram to become familiar with exits, Automated External Defibrillator (AED) devices, fire alarms and extinguishers, first aid kits, and eye wash stations.

Visit the Emergency Preparedness website for other information:

<https://www.ahec.edu/about-auraria-campus/emergency-preparedness-auraria/>

## IMPORTANT CONTACTS: (please see the Faculty & Staff Directory for a full list)

<b>CAM Main Reception Line:</b> .....	303.315.7400
<b>McGuire, Sam</b> – Associate Dean: .....	303.315.7472
<b>Ecker, Christian</b> – IT Director:.....	303.315.7411
<b>Gualtieri, Michael</b> – IT Professional:.....	303.315.7428
<b>Hunter-Byrd, Karin</b> – Director of Advising:.....	303.315.7482
<b>Kelly, Stephanie</b> – HR Director:.....	303.315.7469
<b>Ludington, Karen</b> – Assistant Dean of Budget & Finance:.....	303.315.7479
<b>Squires, Shannon</b> – Executive Assistant:.....	303.315.7470