

## RSF 411

Congratulations on your move into the Research Support Facility (RSF)! You are an active participant in our living laboratory that showcases our technologies and will demonstrate our ability to achieve net zero energy status.

This information will help you settle in on your first day and give you the “need to know” logistics of working in and with the RSF. Welcome to the most energy efficient building in the nation!

### GETTING UP AND RUNNING

#### Unpacking

Your packing totes and all moved items will be waiting for you when you move in. Plan to unpack the totes as soon as possible; please, no later than the Friday of your move in week. Prestige Move staff will be available in your area for the first day of the move to answer any questions and to remove empty totes—you can recognize these folks by their purple and khaki clothing. After the first day of move in, the Prestige Move coordinators at x3260 can help you with tote removal and any moving issues the on-site teams could not resolve for you.

#### Training

##### Safety and Security

Safety and Security will give tours to show you protective areas and more safety features on the first Monday after each move at 2:30 pm. Tours will be given on July 12 and 26, August 9 and 23, and September 13 and 27.

##### Technology Orientation

Training on thin clients, voice over IP (VoIP), the multi functional printers, or conference room projector systems can be provided by GFO-IT. Contact Randy Dins with specific requests and a training time will be established.

#### Connectivity

Computers will be set up for you when you get to your workstation. If you are having trouble connecting to the network on the first day, flag down one of the GFO IT Technicians. Otherwise, IT problems should be communicated using the *GO Helpdesk* email process as usual.

### NEED RSF HELP?

#### Emergency – x1234

Computer Training  
Room Scheduling  
– x7582

Conference Room  
Scheduling– x7344

Ergonomic Review – x6522

Safety and Security –  
x6811 or 303-384-6811  
from Colorado Mills  
Temporary Parking

Work Control Center –  
x3232 or x7344

#### Multi Function Devices

The RSF has Multi Function Devices (MFDs) located in separate printer rooms on each floor of the building near the kitchenette/ break rooms. You will receive an e-mail with a link to install the correct MFD drivers for your area. NREL will be hosting MFD training (including printing sensitive or private documents) each Wednesday after a move. Location of this training will be emailed the week of our move.

#### Telephones

The RSF uses Voice over Internet Protocol (VoIP) telephone technology, which means that your phone uses the same network as your computer. VoIP phones have the same features and functionality you are used to, are more energy efficient, and offer new productivity features. Note that wireless headsets do not work with the new standard VoIP phones; if you would like a wired headset, submit requests to Randy Dins. VoIP classes will be offered the first Wednesday after your move. Location of this training will be emailed the week of our move.

## BUILDING ACCESS

### Entrances

The RSF has six building entrances, all with card readers requiring an NREL badge for entry. The entrances are located, as follows:

- Main lobby entrance between the north and south wing
- Staff entrance on the east and west ends of the south wing
- Staff entrance on the east and west ends of the north wing
- Courtyard entrance for staff into the lunch area on the first floor behind the lobby.

### Hosting Visitors

Visitors to the RSF must check in at the Site Entrance Building near the Visitor Center for badging, unless they have previously obtained their visitor's badge at Building 17. Visitors may gain entrance to the RSF in the following ways:

- Park at the Visitor Center and walk to the RSF. If this option is selected, the NREL host must greet the visitor at the pedestrian gate by the Visitor Center and remain with them until they are escorted back off campus.
- Park at Building 15 or 17, or the STM south parking lot, and take the appropriate shuttle to the RSF.
- Arrange to be picked up by the On-demand shuttle at a certain time and dropped off at the RSF. If this option is selected, call the On-demand shuttle at x 3111 up to an hour before the visitor will enter the shuttle to ensure availability.

Regardless of the selected option, a host must be available to greet any visitor and should accompany visitors during their stay.

### Restrooms and Break Rooms

Restrooms are located in each wing of the building, including two unisex restrooms available in the first floor lobby. Every floor has two kitchenette/break rooms and there is a large lunchroom located on the 1st floor.

Refer to the *Building Amenities* subsection for information on additional building amenities.

## EMERGENCIES

### Evacuation Plan

In the event of an emergency evacuation, RSF staff are divided into east and west sides of the building, with the following evacuation routes.

- Staff located on the east side of the building evacuates to the east and gathers at the Visitor Center parking lot for their assembly area
- Staff located on the west side of the RSF evacuates to the west and gathers at the gazebo and FTLB parking lot.

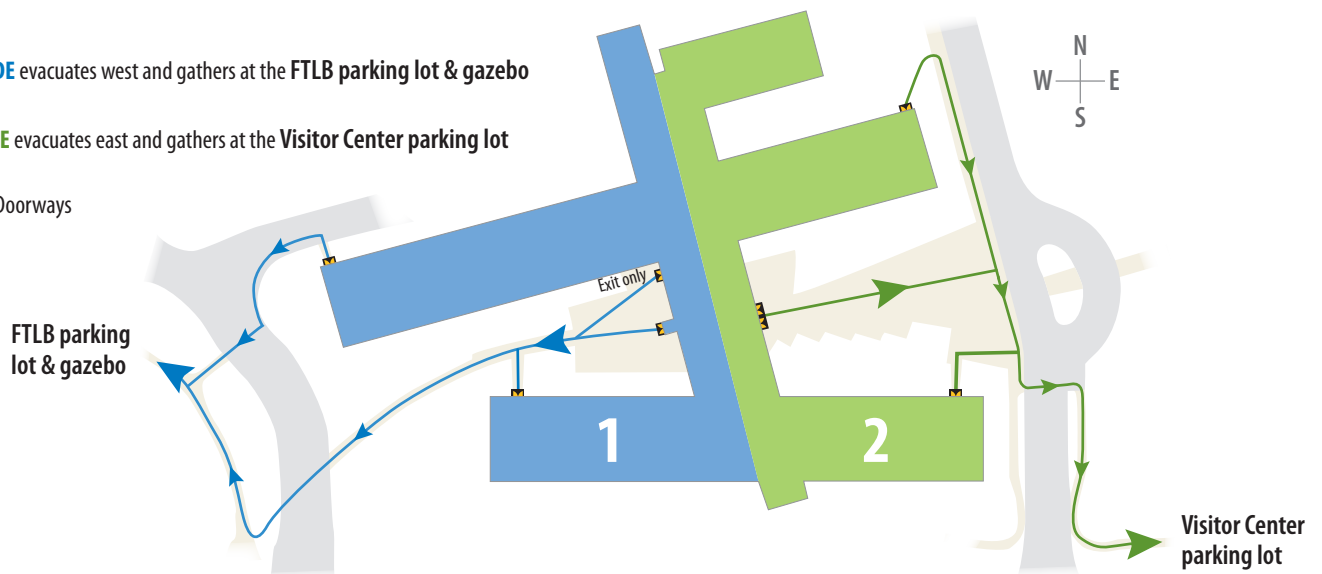
The diagram below shows the emergency evacuation areas.

### RSF Emergency Evacuation Areas

**1 WEST SIDE** evacuates west and gathers at the FTLB parking lot & gazebo

**2 EAST SIDE** evacuates east and gathers at the Visitor Center parking lot

 – Doorways



## RSF Protective Areas

In the event of a weather-related emergency or for any situation where evacuation is not the safest means of protection, you will be notified to move to an RSF protective area. On your first day of move-in, you'll join NREL Safety and Security representatives for a tour of the Protective Areas, among other safety and security features of the RSF.

## Emergency Access to Your Vehicle

If you need to reach your vehicle quickly to respond to a family or medical emergency, please contact the On-demand Shuttle at x3111. Call Security at x1234 (303-384-6811) in an emergency situation.

## Security at the Colorado Mills Mall Temporary Parking

NREL's Security team has expanded their patrols to include the off-site parking lot. If you see suspicious persons or activity while at the lot, contact NREL Security at 303-384-6811 from your cell phone.

# ENERGY USAGE

## SUPPORTING RSF'S NET ZERO ENERGY MISSION

The goal of the RSF is to reach net zero energy while in operation with more than 800 staff moving in the building. We'll reach this goal by partnering with the building and being stewards of our own energy use, letting the building's design do its job. The following lighting process helps you support the RSF's energy-saving features.

1. On sunny days, all overhead lights should remain off, letting daylighting provide all of the lighting. Use your low-energy LED task light for additional light.
2. Overhead lighting is there for those days or times when there is little daylighting. You can turn on local zone light switches, but they should remain off on sunny days.
3. Always turn off your task light when you leave your workstation. If you are the last person to leave the office area, turn off the local zone lights for your area and other unoccupied areas.
4. The RSF turns all lights off at 5:30 pm. You can override this control for two additional hours of lighting by pressing the overhead lighting control.

The RSF lighting system is programmed to dim or turn off lights and even disable them when it senses that daylighting is providing enough lighting. If the building has disabled lights incorrectly, please contact Work Control at x3232 or x7344.

# PARKING AND TRANSPORTATION

## PARKING LOCATIONS

Denver West and Golden Hill employees moving to the RSF will use temporary leased parking at the Colorado Mills Mall, located in the northeast corner of the mall property just south of the intersection of Colfax Drive and Colorado Mills Parkway. Off-site parking lot hours are between 6:00 am to 7:00 pm, Monday–Friday.

## PARKING PASSES

Parking passes are color-coded and are assigned to all regular and temporary NREL, DOE, and temporary contract workers, as well as visitors. Here are the pass color designations.

- Blue – employees and contract workers who are allowed to park at both the STM site and at leased facilities.
- Green – employees and contract workers assigned to off-site parking for STM.

Place your parking pass on your vehicle rearview mirror.

## EXCEPTIONS TO OFF-SITE PARKING

All employees will initially be issued a blue pass. You will exchange your blue pass for a green pass upon moving to the RSF.

If you meet any of the following exceptions, you may park at the STM with your green parking pass.

- Employees with disabled/handicapped permits
- Employees who arrive at NREL in a carpool or vanpool
- Employees who arrive at NREL in a low-emitting vehicle (identified by a decal, tag, or the specific make and model of the vehicle; decal examples include "Hybrid," "NGV," and "Electric")
- Employees who arrive at NREL via bicycle, motorcycle, or scooter.

## After hours parking

If you arrive at work before 6 am or leave work after 7 pm and you have a green off-site only pass, you can park on the STM campus before and after these hours. Please move your vehicle to off-site parking during the hours of 6 am–7 pm.

Complete the *Request for Service* form and submit it to NREL Security if you would like to leave your car overnight at the STM. Please don't leave your vehicle overnight at the off-site parking.

## **Carpool / Vanpool**

If you are the carpool or vanpool driver, you can park in the surface parking area located at the STM campus, just south of the FTLB. Just be sure to display a parking pass on the dashboard from each of the riders in your carpool / vanpool. You have to have at least two passes of any color displayed to park on the STM campus.

## **Getting dropped off by a non-employee**

If you are dropped off at the RSF by a non-NREL staff driver, NREL Security does not require the non-NREL staff driver to complete the necessary security processing; just be sure to badge in at the access gate upon drop-off and have the non-NREL driver stop at the SEB to get access when picking you up. If the non-NREL staff driver plans to park (other than the time required to facilitate dropping you off) or enters any building, they have to check in at the SEB for security processing.

# **BUILDING AMENITIES**

## **CONFERENCE ROOMS AND HUDDLE ROOMS**

There are 18 conference rooms that accommodate 10–32 people and one large room that can hold up to 68 people. Contact Work Control at x3232 to schedule one of these conference rooms.

If you need a training room with computers, contact x7582. Human Resources and Information Services maintain the RSF training room on the 2nd floor, room X248.

If you have smaller meetings, 38 huddle rooms are available on a first come, first served basis, and do not need to be scheduled through Work Control. Check with your supervisor for your organization's policy on using huddle rooms.

## **BALCONIES**

Balconies are located on the east and west end of the third floor in the south wing and at each end of the third and fourth floors in the north wing. And sorry—no smoking on the balconies.

## **ELEVATORS**

There are three elevators in the RSF, located on the north end of the lobby, the south end of the lobby, and one adjacent to the loading dock (located on the north side of the northwest wing).

## **LUNCHROOM**

The RSF includes a large lunch area located behind the lobby on the first floor of the RSF with tables and chairs for 100 staff. The lunchroom includes microwaves and an ice machine, and we are exploring vendor options. Vending machines are coming soon.

## **QUIET ROOMS**

Quiet rooms are located near the restrooms on every floor of the building. Several of these quiet rooms will be exclusively for nursing mothers, and the rest can be used by anyone who is not feeling well, needs to take medication, or has any other medical/health related need. NREL is also exploring using one of these quiet rooms for chair massage.

## **SMOKING**

The RSF has one designated smoking area outside the building, located on the southwest corner of the RSF. Because of the open windows, please don't smoke in the east or west courtyards.

## GETTING TO THE RSF

There are several options available to get you to the RSF whether driving or taking alternate transportation. This insert includes the shuttle and RTD bus routes that serve the RSF.

### SHUTTLE SERVICE

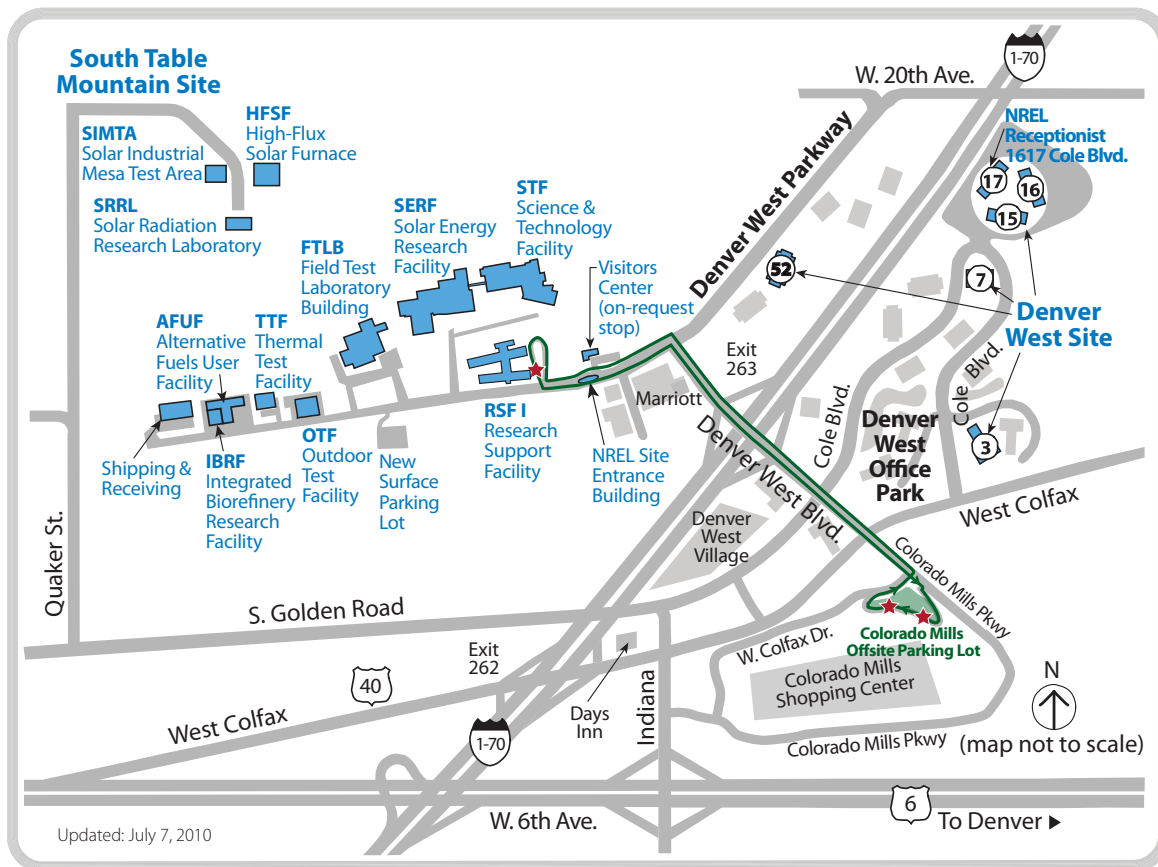
#### Colorado Mills Shuttle Route, Stops, and Schedules

Hours of Operation - 6:00 am – 6:30 pm

- 6:00 am–9:30 am (Morning Peak) Buses will circulate between the Colorado Mills Mall parking lot and the RSF approximately every 10 minutes.
- 9:30 am–3:30 pm (Mid-Day) Buses will circulate between the Colorado Mills Mall parking lot and the RSF about every 20 minutes.
- 3:30 pm–6:30 pm (Evening Peak) Buses will circulate between the Colorado Mills Mall parking lot and the RSF approximately every 10 minutes.

#### Bus Stops

- There are two bus stops located in the Colorado Mills Mall parking lot where people will be picked up and dropped off. These stops are designated with a sign.
- There is one bus stop located on the east side of the RSF. The stop is designated with a sign.
- For safety reasons and to facilitate the transport of large numbers of NREL staff, bus drivers are permitted to pick up and drop off passengers at designated stops only.



Location where bus picks up/drops off passengers



# NREL Applewood and Cold Spring Shuttle Routes, Stops, and Schedules

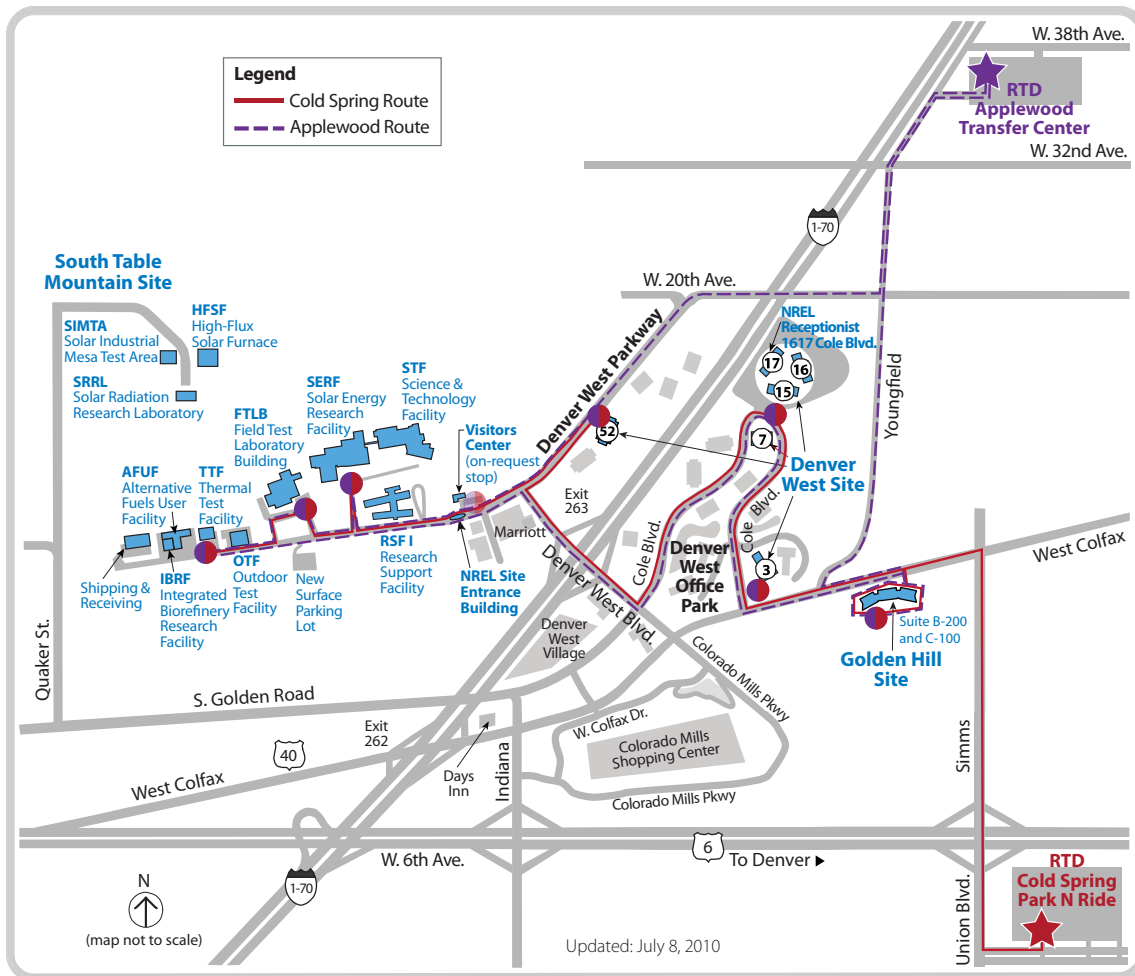
Shuttles run from the Applewood Transfer Center and Cold Spring Park-n-Ride to many STM locations, as follows:

AM — Cold Spring Route							
Cold Spring	Golden Hill	DWB #3	DWB #15	DWB #52	SERF	FTLB	TTF
6:37	6:44	6:48	6:50	6:54	6:59	7:01	7:03
6:57	7:04	7:08	7:10	7:14	7:19	7:21	7:23
7:17	7:24	7:28	7:30	7:34	7:39	7:41	7:43
7:37	7:44	7:48	7:50	7:54	7:59	8:01	8:03
7:57	8:04	8:08	8:10	8:14	8:19	8:21	8:23
8:17	8:24	8:28	8:30	8:34	8:39	8:41	8:43
8:37	8:44	8:48	8:50	8:54	8:59	9:01	9:03
8:57	9:04	9:08	9:10	9:14	9:19	9:21	9:23
9:17	9:24	9:28	9:30	9:34	9:39	9:41	9:43

AM — Applewood Route							
Applewood RTD	DWB #52	SERF	FTLB	TTF	DWB #15	DWB #3	Golden Hill
6:30	6:37	6:43	6:45	6:48	6:55	6:58	7:02
6:50	6:57	7:03	7:05	7:08	7:15	7:18	7:22
7:10	7:17	7:23	7:25	7:28	7:35	7:38	7:42
7:30	7:37	7:43	7:45	7:48	7:55	7:58	8:02
7:50	7:57	8:03	8:05	8:08	8:15	8:18	8:22
8:10	8:17	8:23	8:25	8:28	8:35	8:38	8:42
8:30	8:37	8:43	8:45	8:48	8:55	8:58	9:02
8:50	8:57	9:03	9:05	9:08	9:15	9:18	9:22
9:10	9:17	9:23	9:25	9:28	9:35	9:38	9:42

PM — Cold Spring Route							
TTF	FTLB	SERF	DWB #52	DWB #15	DWB #3	Golden Hill	Cold Spring
3:30	3:32	3:34	3:38	3:43	3:46	3:50	3:56
3:50	3:52	3:54	3:58	4:03	4:06	4:10	4:16
4:10	4:12	4:14	4:18	4:23	4:26	4:30	4:36
4:30	4:32	4:34	4:38	4:43	4:46	4:50	4:56
4:50	4:52	4:54	4:58	5:03	5:06	5:10	5:16
5:10	5:12	5:14	5:18	5:23	5:26	5:30	5:36
5:30	5:32	5:34	5:38	5:43	5:46	5:50	5:56
5:50	5:52	5:54	5:58	6:03	6:06	6:10	6:16
6:10	6:12	6:14	6:18	6:23	6:26	6:30	6:36

PM — Applewood Route							
Golden Hill	DWB #3	DWB #15	TTF	FTLB	SERF	DWB #52	Applewood RTD
3:30	3:34	3:35	3:44	3:46	3:48	3:52	4:00
3:50	3:54	3:55	4:04	4:06	4:08	4:12	4:20
4:10	4:14	4:15	4:24	4:26	4:28	4:32	4:40
4:30	4:34	5:35	4:44	4:46	4:48	4:52	5:00
4:50	4:54	4:55	5:04	5:06	5:08	5:12	5:20
5:10	5:14	5:15	5:24	5:26	5:28	5:32	5:40
5:30	5:34	5:35	5:44	5:46	5:48	5:52	6:00
5:50	5:54	5:55	6:04	6:06	6:08	6:12	6:20
6:10	6:14	6:15	6:24	6:26	6:28	6:32	6:40

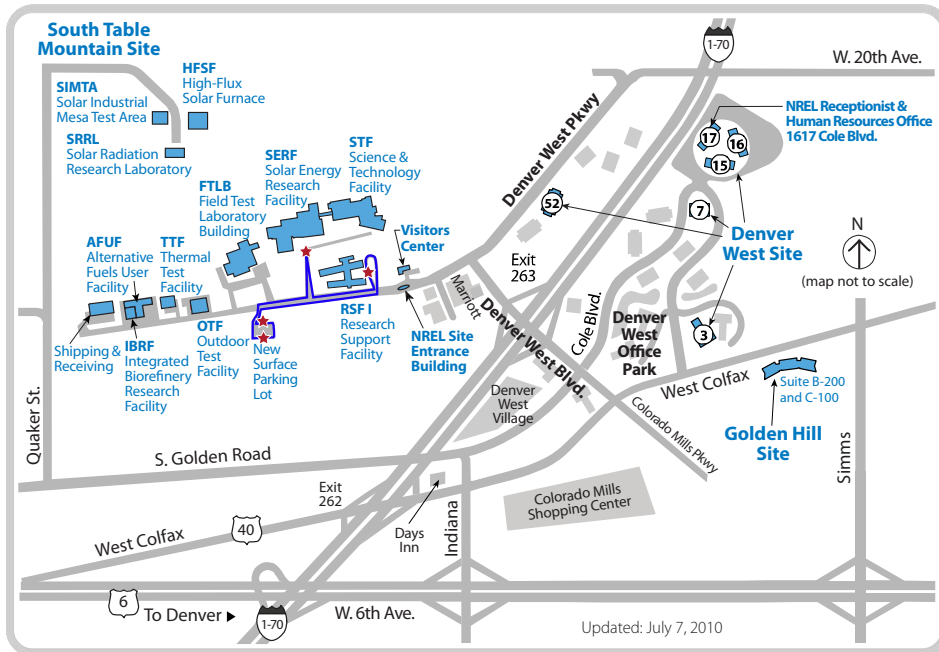


★ The Cold Spring shuttle location is designated with the NREL logo and is located on the upper level near Gate A.

## Intra-NREL Campus Shuttles

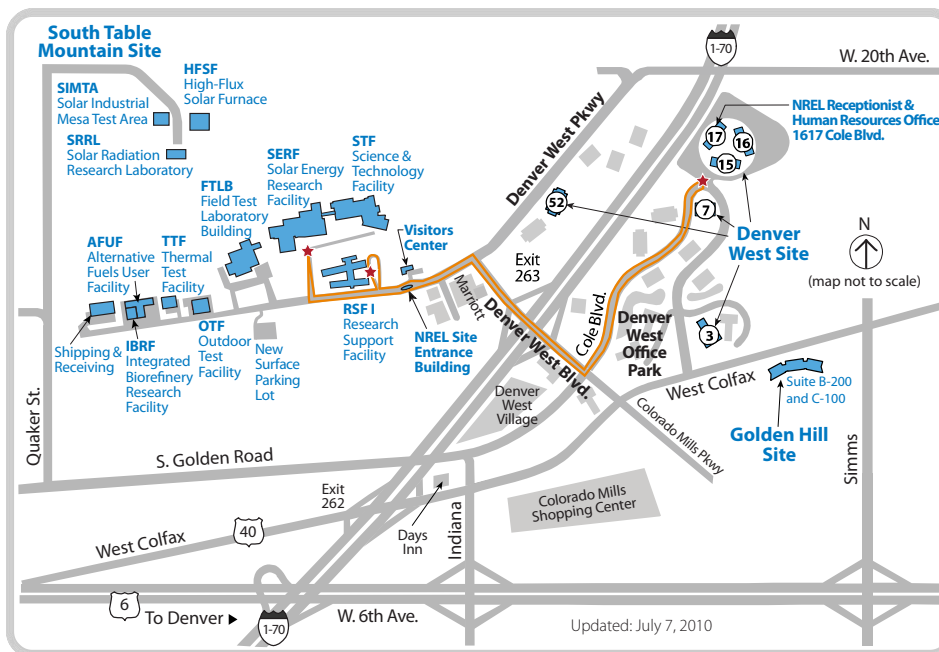
Route	Hours of Operation		Frequency
	am peak	pm peak	
STM Surface Parking Lot/RSF/SERF	6:30-9:30	3:30-6:30	Every 10 minutes
Denver West 15/RSF/SERF Shuttle	7:30-5:30		Every 20 minutes
On-demand Shuttle (303) 275-3111	7:30-5:30		As needed

### STM Surface Parking Lot/RSF/SERF



This route will circulate about every 10 minutes from 6:30 am to 9:30 am and again from 3:30 pm to 6:30 pm.

### Denver West 15/RSF/SERF Shuttle Route and Schedule



This route will run from 7:30 am to 5:30 pm about every 20 minutes.

Shuttles will depart the buildings at approximately:

- RSF - :00, :20, :40 after the hour
- SERF - :03, :23, :43 after the hour
- DW 15 - :10, :30, :50 after the hour

### On-demand Shuttle

The NREL on-demand shuttle operates between the hours of 7:30 am–5:30 pm. Call (303) 275-3111 to request the on-demand shuttle to any NREL campus location, specifically to buildings not served by any of the other shuttle routes. The on-demand shuttle can also take you to and from the Colorado Mills off-site parking lot in event of an emergency or other unexpected departure.

## RTD BUSES

If you are interested in alternative ways to get to work using the RTD bus system, the GS, 16, 16L, 17 and 20 buses serve the STM campus. The #20 picks up and drops passengers off just east of the Visitor Center on Denver West Parkway and the others pick up and drop off at S. Golden Road and Isabell, which is a few minutes' walk from the RSF. Refer to [www.RTD-Denver.com](http://www.RTD-Denver.com) for complete bus schedules. Remember, NREL provides a free RTD Eco Pass to all employees! Contact Linda Davis at x7501 to take advantage of this benefit.

