

April 21, 2003

Vendor Name
Address
City, State Zip

Dear

Due to the heightened level of awareness in our nation for terrorist activity, and upon implementation of several steps of added security as requested by the Wisconsin Emergency Management and Governor's Office, UW-Superior is taking steps to restrict vehicular traffic within the campus boundaries.

In order to ensure the safety of our students, employees, and facilities, contractors and vendors will be restricted from the sidewalks unless there is a specific purpose for loading/unloading equipment and supplies. At all other times, the contractors and vendors will be required to use a predetermined staging area, such as the service lot on the south side of McCaskill. Authorization to drive on our sidewalks will be issued through Parking Services located in the UW-Superior Welcome Center. Vendors who arrive after 4:00 p.m. will need to call the Campus Safety Office at 715-394-8114. We are also advising you that violators of this policy will be ticketed.

Enclosed is a copy of our loading/unloading and service parking guidelines for your reference.

Thank you for your cooperation and understanding of this potentially very serious issue. If you have any questions please call our Director of Security Mike Wallin at 394-8177 or Director of Facilities John Ryberg at 394-8122.

Sincerely,

Janet K. Hanson
Vice Chancellor Administration & Finance

Enclosure

Loading/Unloading and Service Parking Guidelines
University of Wisconsin – Superior

UW-Superior has adopted guidelines in order to minimize vehicle traffic and parking on sidewalks to and from the campus buildings. In an effort to maintain safe pedestrian traffic routes and establish specific loading/unloading points at all campus buildings, the following guidelines shall be followed:

Procedures: These guidelines pertain to individuals needing to load/unload equipment and supplies, vendors servicing equipment or machines and contractors. The predetermined staging areas listed in the guidelines must be used at all times. If special accommodations are needed that differ from these guidelines, permission must be requested and approved. We are also advising that violators of these guidelines will be ticketed.

Who to Contact: Individuals should contact Parking Services located in the UW-Superior Welcome Center (corner of Belknap and Catlin Avenue), or call 715-394-8177 for questions, details or necessary permits. After 4:00 p.m. questions can be directed to the Campus Safety Office at 715-394-8114.

For contractors who are working on campus, contractor permits must be secured from Parking Services prior to beginning work.

Special Requirements for sidewalk access:

- Vehicles must adhere to a 5 mph speed limit at all times.
- When accessing on or across a sidewalk, drivers of vehicles must yield to pedestrians. Pedestrians have the right away at all times.
- Class change is 15 minutes prior to every hour and lasts approximately 20minutes. No vehicle access to sidewalks will be allowed during this time.
- It is highly advisable to use the vehicle's emergency flashers while the vehicle is on the sidewalk or parked near a building.

Definitions:

- Loading/Unloading area: A designated area at each campus building for dropping off or picking up supplies, equipment or other materials too heavy to carry to a vehicle parked in a lot. This area is designated as short-term parking and the vehicle must be moved as soon as the loading /unloading activity is completed. A parking area will be designated by Parking Services for vehicles parking during contractor's work.
- Service Parking area/spot: This is a specific parking area/spot designated for vendors or service contractors performing activities on the campus. Individuals using these areas will be allowed parking for a specific period of time only, based on approval from campus Parking Services.
- Supervised Entry: These areas are very restricted in who has access to these locations. Access must be pre-approved and escorted by university personnel

Designated Locations of Service Access to the Campus:

Old Main:

- Loading- S.W. corner of building, from Lot 10
- Service Parking- Utilize Lot 10 (not in metered spots)
- Supervised Entry- Basement ramp, from lot 10

Erlanson Hall:

- Loading- Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave
- Service Parking – Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave

McCaskill Hall:

- Loading- Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave
- Service Parking – Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave

Barstow Hall:

- Loading- Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave
- Service Parking – Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave
- Supervised Entry- Back of building near Hazardous Waste building, access on and off from Catlin Ave

Hazardous Waste Facility / Environmental Health and Safety Office:

- Supervised Entry- Back of Barstow Hall, access on and off from Catlin Ave
- Service Parking – Service Parking Zone, south side of McCaskill Hall, access on and off from Catlin Ave

Holden Fine Arts:

- Loading- Service dock on south side of building, off 19th Street
- Service Parking- Service dock on south side of building, off 19th Street or in Lot 7 on west side of building (not in Metered or Reserved spots)

Jim Dan Hill Library:

- Loading- Service dock on rear of building, off Weeks Ave.
- Service Parking- Lot 7 in front of building (not in Metered or Reserved spots)

Welcome Center:

- Loading and Service Parking- parking area in front of building, access from Catlin Ave.

Rothwell Student Center:

- Loading- Service area on east side of building, off Catlin Ave. (Service dock on north side of building is restricted to use by Food Service vehicles only)
- Service Parking- Circle drive on north side of building (designated spaces)

Sundquist Hall:

- Loading and Service Parking- Front of building, off Catlin Ave and rear of building in Lot 3

Crownhart Hall:

- Loading and Service Parking- Rear of building, access on and off Catlin Ave on north side of building

Curran/McNeil/Ostrander Halls:

- Loading and Service Parking- Front of building off Catlin Ave, and in the rear of building in Lot 3A, access off Mortorelli Drive

Gates Physical Education:

- Loading and Service Parking- East side of building in Lot 4 (not in metered spots)
- (This building has a future planned loading and service parking area on the south side of the building in a not yet built parking lot)

Hawkes Hall:

- Loading and Service Parking- Lot 6 on east side of building, access from Catlin Ave.

Ross Hall:

- Loading- south side of building near dumpsters in Lot 5, access from Catlin Ave.
- Service Parking- Lot 5 on south side of building, access from Catlin Ave

Halbert Heating Plant:

- Loading and Service Parking- East side of building, access from Cypress Ave.

Wessman Arena:

- Loading and Service Parking - Lot 1 on south side of building, access from Catlin Ave.
- Supervised Entry- rear of building

Service Center:

- Loading- Service Dock on north side of building, access from N. 28th Street
- Service Parking- Rear of building or on east side of building, access off N. 28th Street