

Welcome to A.K. Watson Hall!

Welcome to Computer Science and A.K. Watson Hall. We want to bring to your attention security, housekeeping and operational points that you can refer to while here in Computer Science.

Security Reminders

- Always keep your office door locked when unoccupied. Do not leave valuables unsupervised and/or unlocked.
- Offices are not to be used for overnight living quarters.
- Download the Yale security app Bulldog Mobile for your phone.
<http://your.yale.edu/community/public-safety/campus-safety-services/bulldog-mobile-livesafe-app>
- Bookmark Public Safety on your devices. <http://your.yale.edu/community/public-safety>

Housekeeping Tips

- The hallways should be kept free of clutter (not only from an esthetic point of view but also from a safety viewpoint). Any boxes that need to be discarded should be broken down and put by the trash bins provided by Custodial Services. If you need to discard old equipment (monitors, keyboards and the like) please send email to wss@yale.edu to let them know what needs to be discarded or recycled.
- Trash is emptied in offices once a week. We encourage you not to keep a lot of trash in your office to reduce vermin infestation. You can empty your trash into the hallway bins since they are emptied daily.
- If you need to dispose of personal items, please place it in the hallway outside your office. The item(s) must be clearly marked "TRASH" and Custodial Services will then dispose of it. If the items are CS office furniture, email [Susan Hurlburt](mailto:Susan.Hurlburt@yale.edu) and she will decide whether to recycle or discard the item(s).
- All books, journals etc., can be deposited in the recycle bins located on each floor. If you put out items for others to take as "free" these items will also be discarded after a week. The hallways are not catchalls for unwanted items. If you have large amounts of books/journals to be discarded, email Sue Hurlburt and she will arrange for a large container.
- Any boxes (empty or full) will be discarded of after a week. The same goes for equipment. If you need a place to store something we have storage areas on each floor and we can accommodate small items.
- Keep the areas around the printers free of clutter. If you print a job, pick it up as soon as possible. If you open a package of paper discard the packaging material in the proper bin. Bins are located conveniently throughout the building.
- Please place all recyclables in containers provided, including: glass bottles, plastic bottles, office paper and newspaper. Each container is marked appropriately. Each floor should have a container for each. If not, please send email to problems@cs.yale.edu and one will be provided.

- We are lucky enough to have kitchen areas provided for our use on each floor. Please keep these areas neat and clean. If you use the sink, please clean after use and wipe counters. If you use the refrigerator to store food be sure that you use the food or discard it. Please put the date that you put the food in the refrigerator. It will be discarded after seven (7) days. Custodial Services does not clean the refrigerators. It is up to occupants of each floor to frequently clean them. Discard any old food and/or containers.
- When using the microwave, use only “Microwave Safe” plastic ware/paper plates or glass. They would be marked with words or an icon indicating that it is safe for microwave use.
- Important: never use “Disposable Plastic Containers” (containers used in take-out and food trucks/carts), aluminum foil or Styrofoam containers in the microwave.
- Our lounge area on the second floor, the atrium area and areas outside the elevators, have tables, chairs and couches. Please use these for their intended use; this does not include sleeping. If you use these areas, please clean up after yourself. Again, trash bins are conveniently located in the area. The same rules apply for this kitchen area as stated above.
- The kitchen in the atrium area has a large refrigerator. Please put the date that you put the food in the refrigerator. It will be discarded after seven (7) days. Use microwave safe containers when heating food/beverage in the microwave.
- Food items kept in offices must be in closed packages or airtight containers to prevent the infestation of ants, mice and other rodents. Please do not leave open bags, boxes or containers in desks, on tables or other surfaces since they attract these vermin. We have had problems in the past and do not want a repeat of the problem.
- Problems with heat/AC, lavatories, broken doors, lights, etc., send an email to Problems@cs.yale.edu and the business office will call it in for repair. If the situation is urgent you can call the Business Office (2-1246), Monday – Friday. On weekends call Facilities at (203) 432-6888 or complete the online reporting form on their website: <http://facilities.yale.edu/> to submit a “Facilities Work Request.” However, for emergent situations, we recommend calling.
- When you leave A.K. Watson, you must clean out your entire office, leaving it as it was when you arrived. This includes desk drawers, filing cabinets, shelves, etc., Anything that is left behind will not be stored and discarded.

Travel

- You may be required to travel and Yale has well established policies and procedures regarding university business travel. Full explanation of Yale’s travel policies can be found here: <https://your.yale.edu/policies-procedures/policies/3301-travel-university-business>. Below are important points regarding travel at Yale and remember that it is always better to ask any questions you may have before the trip!
- When planning your trip, download the department travel form to complete with your PI to accompany the receipts submitted for reimbursement. You will find it on the Computer Science website (<http://cpsc.yale.edu/>) under the “Internal CS Only” section. Please make sure your PI indicates the “Business Purpose”, charging and signs for department travel form.
- Transportation chosen should be the least costly, consistent with the itinerary and the business requirements of the trip. Travelers are expected to book the lowest available economy class airfare, consistent with business requirements. Additional restrictions apply to travel funded by

sponsored awards (i.e. The Fly America Act) and therefore it is best to check to the policies using the travel policy website of ask the PI or an administrative staff member before booking air travel.

- Rental cars should only be used when there is no other form of transportation available (i.e. shuttle or taxi) or is used for the primary mode of transportation. Yale has negotiated rates with preferred vendors and travelers should rent the most economical vehicle. All insurance coverage should be **declined** within the 48 contiguous states as it is already covered by Yale's insurance policy and therefore is not reimbursable. Anyone under the age of 25 needing to rent a car needs to obtain permission of the Office of Risk Management.
- For meal expenses, you must choose one method or the other (Per Diem or actual meal expenses) for the entire trip but not a combination of both. Report all meals provided from conference(s) so the reimbursements can be adjusted accordingly. Per Diem amounts must also be adjusted according to travel times (i.e. If you leave for a trip mid-day, per diem reimbursement would be for lunch and dinner only).
- Be certain to include the "Business Purpose" for the reimbursement. If traveling on sponsored research funds, it is necessary to include an explanation of how the travel related to and/or benefits the project being charged.
- For faculty, research and staff, expenses submitted after 120 days for reimbursement are considered taxable income. It should be avoided at all costs.

The Zoo

- The third floor houses "The Zoo", a work space for CS students with an open area and a closed area (quieter and private). Please remember to clean up after yourself when done and discard any papers in the recycling bins and trash in the trash bins.
- The chairs in "The Zoo" are to remain there. They are labeled and **not to be removed under any circumstances**. If we notice chairs missing, we will inspect offices to re-claim the chairs back to the Zoo area.

Department Copier

- The department copier/scanner is for the Computer Science department use only.
- Faculty and staff are assigned copier codes on an annual basis and TF's are assigned a copier code on a semester-by-semester basis. If you have the need to copy, please see one of the Business Office staff members and they will be able to assist you.
- To utilize the scanner capabilities, you do not need a code.

Department Mailroom and Fax Machine

- The mailroom and fax machine is located in room #001 (Ground Floor – Basement).
- It is open Monday – Friday 8:30 am – 4:30 pm during the academic year, but is closed during recess.
- When a package is received, you will be sent an email; please be prompt in picking up.
- Packages are to be addressed/delivered only to Computer Science faculty, staff, students, not

spouses or significant others.

- We do not ship packages or mail from Computer Science. There are local shipping businesses on/close to campus. A few USPS offices are located at 206 Elm St, 754 Chapel St, 767 Orange St and 50 Brewery St in New Haven. Go to: <https://www.usps.com/> for more New Haven locations.
- Correct mailing and delivery addresses can be found on the Computer Science website and the main building directory located in the lobby by the vending machines.

Thank you for your anticipated cooperation and have a great year!