

WELCOME EMPLOYEE DEVELOPMENTAL CENTER BUILDING 2189

Building Facilitator (301) 757-4118 R-151

Badges must be worn at all times.



CLASSROOMS: All classrooms have been arranged in order to obtain optimum use.



OFFICE EQUIPMENT: Unfortunately not available for students use. If an ***EMERGENCY*** arises, a fax and a copy machine are located in Job Information, Room 151.



REST ROOMS: Rest Rooms are located in the 2nd and 3rd corridors. Rest Rooms with handicap access are located in the 2nd corridor.



TELEPHONES: Located in the area next to room **100**



On-site Calls: Dial "2", "5" or "7" and last four digits
DSN Calls: Dial "8" and the number
Local Calls: Must use Pay phones located in main corridor
Long Distance: Must use Pay phones located in main corridor



PARKING AND ENTRANCE: Entrance to the center ***must*** be made from the Route 235 south entry. Parking is located in the front of the building. Parking is ***not*** permitted in the fire lanes. Violators will be ticketed. Visitors ***must not*** park in the Security/Public Safety Office Parking Lot.



MESSAGES: Official Business and Personal Emergencies Only Please. Messages will be posted on the message board next to the Administrative Office, Room 150. Messages will only be delivered to students in cases of ***emergency***. Students should check the message board during class breaks for messages. The number to leave messages is (301) 757-4127.



SMOKING: This a non-smoking building. Go out **MAIN** Entrance and **FIFTY FEET** from the building.



TRASH: All trash should be placed in proper receptacles. Recycling bins for paper and aluminum cans are located in each hallway.



VENDING MACHINES: Coffee, Soda, Juice and Snack Machines are Located in Room 139.



LUNCH: There are several eating establishments within the local area: Arbys, Bon Buffet, Burger King, Pizza Hut, Wendy's, KFC, McDonald's, Linda's Café, Popeyes and The Roost.