Sony Building Information

**Maintenance**
- For all maintenance issues or requests, please contact The Mathews Company Maintenance Office at 615-467-6515. This number is answered 24/7 every day of the year.
- The maintenance supervisor assigned to Sony is Robin Cleet. He has a team who works with him and you will see them around the building. All team members wear logo shirts.

**Janitorial**
- Tristar Building Services provides nightly janitorial services and supplies (except kitchen paper towels).

**Recycling**
- There are recycling bins located by the restrooms and larger ones outside in the service center.
- Tristar picks up recycling when a bin is ¾ full.

**Signage**
- Building-standard signage in the corridor is provided by the Landlord. Any additions are at your expense and must be approved in advance.

**Suite & Building Access Instructions**

Suite Access & Garage Access card:
- Your suite will have access control by a key. Mathews Company will provide this key on your move in day.
- The Sony garage uses card controlled access when the gates are closed (17th Avenue gates are locked 24/7; 18th Avenue gates are always open at this time). Mathews Company will provide you with this card if you will need garage access.
- Should you need to make changes at a later date (new employee, employee leaving), please contact The Mathews maintenance line at 615-467-6515.

Sony Building Front Door Access:
- The Sony building exterior doors will be unlocked from 8:00am – 5:00pm on weekdays. Staff will use Commodore Card to access exterior doors after hours and weekends.
- The interior lobby doors are locked 24/7 and accessed by your Commodore Card. For guests or deliveries, there is an access phone in the main lobby and the basement loading dock area. When a guest/delivery arrives, they will call you and you can meet them. Please contact Denise Thomas at Denise.Thomas@vanderbilt.edu or 615-875-9066 to update contact name and number for your office.
- Please submit your list of employees who will need access to this building to the Commodore Card office. You may contact Mark Brown at mark.brown@vanderbilt.edu or by calling (615) 343-1986.

**Parking**
- If you are visiting Sony building for less than 2 hours, you may park in the Motor Court at the 18th Avenue entrance of the building. Your patients and guests may park here as well.
If you need longer term parking, please contact the Office of Traffic and Parking at 615-322-2554 for more information.

The Sony Garage is located in Zone 1.

**Smoking**

- The Sony Building is considered an off-campus building. The designated smoking area is the service center 100’ away from the entrance.

**Emergency Plans:**

- A PDF will be sent to VURE’s contact to distribute to staff:
RULES AND REGULATIONS

1. Tenant will refer all contractors, contractor’s representatives and installation technicians rendering any service to Tenant, to Landlord for Landlord’s supervision, approval, and control before performance of any contractual service. This provision shall apply to all work performed in the Building including installations of telephone, electrical devices and attachments, and installations of any nature affecting floors, walls, woodwork, trim, window, ceiling, equipment or any other physical portion of the Building.

2. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of any merchandise or materials which requires excessive use of elevators or stairways shall be coordinated with building management. Such prearrangement initiated by Tenant will include determination by Landlord and subject to his decision and control, of the time, method and routing of movement, and limitations imposed by safety or other concerns which may prohibit any article, equipment or any other item from being brought into the Building.

3. No signs will be allowed in any form on exterior of Building or window inside or outside, and no signs except in uniform locations and uniform styles fixed by Landlord will be permitted in the public corridors or on corridor doors or entrances to Tenant’s space.

4. No draperies, shutters or other window covering shall be installed on exterior window or walls and doors facing public corridors without Landlord’s prior written approval.

5. No portion of the demising premises or any other part of Building shall at any time be used or occupied as sleeping or lodging quarters.

6. Tenant shall not place, install or operate on the demised premises or in any part of the Building, any engine, stove, or machinery, or conduct mechanical operations or cook thereon or therein, or place any explosive, gasoline, kerosene, oil, acids, caustics or any other flammable, explosive, or hazardous material without written consent of Landlord.

7. Landlord will not be responsible for lost or stolen personal property, equipment, money or jewelry from the demised public rooms regardless of whether such loss occurs when area is locked against entry or not.

8. No birds, fish, or animals shall be brought into or kept in or about the Building without prior written consent from Landlord.

9. None of the entries, passages, doors, elevators, elevator doors, hallways or stairways shall be blocked by obstructed, or any rubbish, litter, trash or material of any nature placed, emptied or thrown into these areas, or such areas be used at any time except for ingress by Tenant, Tenant’s agents, employees or invitees.

10. Tenant and its employees, agents and invitees, shall observe and comply with the driving and parking signs and markers on the premises surrounding the Building.

11. Landlord reserves the right to make such other reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building, and for the preservation of good order therein.
**Vanderbilt Emergency Guide – What Do We Do If An Emergency or Crisis Strikes?**

**How Do We Exit the Building?**

Upper Floors: Stairwell West, Center or East, as shown below

**If We Are Instructed to Meet After An Evacuation, Where Do We Go?**

Primary Site
1400 18th Avenue Garage

Secondary Site
Commons

Emergency Meeting Location: 1400 18th Ave S Garage
Proceed to the closest stairwell to exit building, then go to 1st fl garage

**Other Important Contacts**

**Key Internal Contacts**

OFFICE OF EMERGENCY PREPAREDNESS, FIRE & LIFE SAFETY
Johnny Vanderpool 615.322.2745

VANDERBILT UNIVERSITY POLICE DEPT.
Emergency: 615.421.1911
Non-emergency: 615.322.2745

**Key External Contacts**

LOCAL POLICE: 615.421.1911 (VUPD)
LOCAL FIRE: 615.421.1911 (VUPD)
AMBULANCE: 615.421.1911 (VUPD)

NEAREST HOSPITAL
Vanderbilt Emergency
1101 21st Ave S
Nashville, TN 37212
615.322.5000

POISON CONTROL CENTER
615.322.2745 (VUPD)

**Crisis Reporting**

CALL CRISIS REPORTING LINE
615.421.1911
911 from desk phone
SafeVU – Mobile App

**EXPLAIN WHAT IS HAPPENING**
Where Who What When Weapons

**RECEIVE UPDATES THROUGH**

ALERTVU

**EMERGENCY INFORMATION WILL BE POSTED TO THE ALERTVU WEBSITE:**
alertvu.vanderbilt.edu
Emergency Procedures

- All facilities have building evacuation and emergency response procedures to ensure your safety.

- Every emergency is unique; however, you should at least...
  - Familiarize yourself with the latest emergency procedures.
  - Know the name(s) and locations of your Departmental Emergency Coordinator(s).
  - Locate all exits and identify your quickest evacuation route.
  - Participate in emergency preparedness training offered to you.
  - Update your contact information for AlertVU. Visit the Vanderbilt Emergency Preparedness website for more information at: http://emergency.vanderbilt.edu/
  - Have a personal contingency plan when building is evacuated.

Use common sense. Always think before you act and then act quickly.

Crisis Reporting Examples

Fire
- ACTIVATE the pull station alarm
- Call VUPD to REPORT location of fire
- If you can EXTINGUISH the fire without putting yourself or anyone else at risk, use the fire extinguisher in your area
- EVACUATE when a fire alarm is sounded, proceed to closest accessible exit
- DO NOT use elevators

Tornado
- Move to an interior portion of the building or stairwell without windows and, if possible, go down to the lowest level (Stay away from windows) (i.e. offices and bathrooms are good places)
- Wait until you receive another AlertVU message for further instruction
- If time allows, move down to the lowest level of the building
- If outside immediately seek shelter in the nearest building and move to an interior area on the lowest floor away from windows
- Notify your supervisor if you’re not in the building in which you work

Bomb Threat
If you receive a bomb threat call:
- Ask a lot of questions, but permit the caller to say as much as possible
- Take notes on everything said and anything that may give a clue to the caller’s location
- Take all bomb threats seriously and immediately

Call Crisis Reporting Line 615.421.1911