



Instructor Information Sheet – Essential to Share with all Visitors

Parking:

- Instructors and training participants are asked to park in unmarked parking spaces in the parking lot off Cemetery Road. Please note that cars parked in the lots of the private businesses near Cemetery Road are subject to towing at the property owner's discretion and car owner's expense.

Business Hours:

- Business hours for the District 9 Office are 8:00 AM to 4:30 PM. A receptionist is available at 7:30 AM. Enter the building through the main doors at the front of the building.

Security:

- All visitors will be asked to sign-in at the visitor's log at the receptionist's desk. You may be asked to show a photo ID to obtain a visitor's badge. You should sign-out and return the visitor's badge at the end of the training.
- **It is paramount that no exterior doors are propped open. This is for the safety and security of both employees and visitors.

Emergency Evacuation:

- If the fire alarm sounds while you are in class, please exit the building via the closest exterior door, as quickly and orderly as possible. Assemble with PennDOT personnel at back of parking lots. Re-enter the building when notified.

Smoking:

- All state-owned facilities are smoke-free; this includes electronic smoking devices and smokeless tobacco. For your convenience there is a smoker's gazebo located within the courtyard parking lot of the building. (see location map)

Restrooms:

- Restrooms are conveniently located throughout the facilities. See the location map for the location of the restroom nearest to your classroom.

Environment:

- Please DO NOT bring electrical appliances. If outside food is being brought in, please advise the District's Training Coordinator or Human Resource Officer.
- Should your classroom be too hot or too cold, building maintenance is available from 7:00 AM to 5:00 PM and can assist in adjusting the temperature. Please stop by the front desk or call the receptionist at the front desk/lobby 814.696.7250 to request assistance from facility maintenance.

Instructor Information Sheet – Additional Information

Restaurants/Refreshments:

- Several chain and family-owned restaurants are within a short driving distance of the District 9 facilities. The receptionist can also make recommendations. A selection of conveniently located fast food restaurants are available by turning right out of the District 9 parking lots onto Juniata Street and then left at the signal light.
- Coffee, soda, water and some light snacks are also available for purchase on the first floor. (see location maps)

Classroom Locations:

- Classrooms in this building are located primarily on the first floor. (see location map) Upon entering the building, the office receptionist will direct you to the assigned room.

Classroom Equipment:

- Please DO NOT bring electrical appliances. If outside food is being brought in, please advise the District's Training Coordinator or Human Resource Officer.
- Standard audio/visual equipment is available in each training room including a projector screen, overhead projector, whiteboard with markers and an easel.
- The computer training room is equipped with 12 participant computers and one instructor computer.
- Please provide at least a four-week notice before the class date to request additional classroom equipment. Call Greg Simpson 814.696.7106 or Gina Giansante 814.696.7111 to make arrangements.

Communication Facilities:

- Contact the receptionist should you require access to a telephone, fax machine or computer. The main office telephone number is 814.696.7250.

IT Assistance:

- IT is available to assist with issues from 7:00 AM to 4:30PM. Please contact one of the following people. Michelle Rodgers 814.696-7298, Brenda Sekerak 814.696.7285, Joe Harp 814.696.7155, Steve Knisely 814.696.7108 or Bill Hatfield 814.696.7185.

Training Material:

- All training materials received prior to the training will be placed in your classroom prior to the commencement of the class. If you have special requirements, questions or need further assistance contact the Training Coordinator – Greg Simpson 814.696.7106 or the Administrative Assistant – Gina Giansante 814.696.7111.

Conference Room Phone Numbers:

1CA (Green Conference Room): (814) 317-1654
1DA, 1DB, 1DC (Purple Conference Room): (814) 317-1652
1MA (Maintenance Conference Room): (814) 317-1656
1TA (Computer Training Room): (814) 696-7257