University of Cincinnati

Procedure for Securing and Disseminating Building Addresses for New and Existing Buildings
August 2002

Prepared by:
Division of the University Architect
UNIVERSITY OF CINCINNATI
Procedure for Securing and Disseminating
Building Addresses for
New and Existing Buildings
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OBJECTIVE

1. This Procedure lists necessary steps to secure appropriate street addresses within the corporate limits of the city of Cincinnati for:
   - New UC facilities
   - Existing facilities requiring street address change due to building name change
   - Existing facilities requiring street address change due to street deletion or vacation

2. Ensure appropriate communication of critical data to agencies outside the University of Cincinnati.

3. Ensure appropriate internal coordination between and communication to University of Cincinnati units.

AUTHORITY AND APPROVALS

Any suggested revisions to this Procedure shall be sent to the Office of the University Architect at (513) 556-1933. The Office of the University Architect reserves the right to update and approve any and all changes to this document.
PROCEDURE

1. During the building construction phase the Project Manager (PM) designated by Construction Management should contact the Real Estate Specialist (RES). The PM should familiarize the RES with project information and details, including but not limited to location and site plan, main entrances, names of surrounding roads, number of buildings* requiring new street address. Multi-entrance buildings or buildings with entrances on more than one street need to be clearly identified since they may need more than one street address.

* Note: Ahead of, or during, construction phase, Campus Planning and Design (CP&D) and the Office of Space Management (OSM) should have determined whether the project is comprised of one standalone building, a set of separate buildings, or a village of buildings.

2. Also during the construction phase new building and road names should be selected by the UC Naming Committee and approved by the Board of Trustees. The RES should contact Campus Planning and Design (CP&D) to obtain such name designation(s).

3. RES contacts UC Public Safety—Communications Center (PS-Comm), and together they review issues associated with the new building address prior to contacting the City of Cincinnati.

4. RES contacts City of Cincinnati—Department of Transportation and Engineering, Section of Right of Way Management (City-Address) and provides location and project information telephonically. In addition, RES provides City-Address with the Auditor Book Page & Parcel Numbers, and a site plan showing distance from street corner(s).

5. City-Address will provide RES with the available street address and potential numbers.

6. RES and PS-Comm agree on proposed building address and street numbers. Consultation with UC Mail Service (Mail) and Building Client lead contact person (BC) are recommended prior to re-approaching City with decisions. To select an appropriate address for a given building, priority should be given as follows:
   A) Street address/number based on emergency response accessibility: fire, police, medical.
   B) Street address based on location of main public entrance to building.
   C) Street address number based on street used to reach mail delivery point.

7. After agreement between RES and PS-Comm, RES should send formal notification to the following:

   OUTSIDE UC:

   • City of Cincinnati—Department of Transportation and Engineering
     Attn: Mr. John Greely at john.greely@rcc.org

   • City of Cincinnati—Police Department
     Attn: Mr. Barry Whitton at barry.whitton@cinpd.rcc.org

   • City of Cincinnati—Police Department, Public Safety Answering Point
     Attn: Mr. Ron Schuster at ron.schuster@cinpd.rcc.org
• City of Cincinnati Fire Department—Fire Prevention Bureau  
  Attn: Mr. William Long at bill.long@rcc.org or  
  Attn: Mr. Robert Becker at robert.becker@rcc.org or  
  Attn: City of Cincinnati Fire Prevention Bureau at fax # 357-7579

• Cincinnati Bell—911 Data Base Supervisor Database Operations  
  Attn: Ms. Tina Williams at tina.williams@cinbell.com

• U.S. Postal Service—Corryville Branch (Branch) at 2917 Vine St, Cincinnati 45219  
  Attn: Ms. Debra Webb, Station Manager at 751-2880.  
  The Branch requires that information be sent in writing including building name, 
  designated address, effective date of move, number of boxes per building and 
  contact name and phone number. In case of residence halls, the number of 
  occupants and a list of rooms or suites should also be sent. RES should obtain 
  this information from Building Client (BC), or allow BC to contact Branch 
  directly. Branch determines US Zip Code, which varies depending on location 
  and building function: administrative/academic vs. residential.

WITHIN UC:

• UC Public Safety—Communications Center (PS—Comm)  
  Attn: Ms. Yvetta Collins at Yvetta.Collins@UC.Edu  
  In time, PS—Comm enters data on Computer Aided Dispatch System shared with 
  City Police, Fire/Medical Dispatchers.

• UC Public Safety—Records and Reporting  
  Attn: Lt. Steven Senft at steve.senft@uc.edu or Mail Location 0215

• Building Client lead contact person (BC)  
  In time, BC forwards addresses/numbers to all Project User Groups for mailing, 
  communications materials, and UC Mail Services.

• UC Mail Service (Mail)  
  Attn: Mr. Richard Von Nida at richard.von-nida@uc.edu  
  In addition, the Building Client (BC) provides relocation information to Mail, including 
  mail location numbers of departments moving to new building(s), departments’ contact 
  person / phone number, and effective date of move, to fax # 556-3408.

• Facilities Management—Utilities and Technical Support (FM-Util)  
  Attn: Mr. Everett Wolverton at everett.wolverton@uc.edu  
  In time, FM—Util contacts all utilities companies deemed necessary: Water 
  Works, CG&E, Cable Co.

• UCit—Network and Telecommunication Services (UCit-Net)  
  Attn: Ms. Michelle Miles at michelle.miles@uc.edu  
  In time, UCit-Net contacts phone service provider.

• Office of Space Management (OSM)  
  Attn: Mr. Andrew Williams at andrew.williams@uc.edu
In time, **OSM** enters data on Space Management System.

## CONTACTS WITHIN UC

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Unit Name</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES</td>
<td><strong>Real Estate Specialist</strong></td>
<td>Mr. William Plagge</td>
<td>556-2861</td>
<td><a href="mailto:william.plagge@uc.edu">william.plagge@uc.edu</a></td>
</tr>
<tr>
<td>CP&amp;D</td>
<td><strong>Campus Planning and Design</strong></td>
<td>Mr. Mauricio Luzuriaga</td>
<td>556-1783</td>
<td><a href="mailto:mauricio.luzuriaga@uc.edu">mauricio.luzuriaga@uc.edu</a></td>
</tr>
<tr>
<td>CM</td>
<td><strong>Construction Management</strong></td>
<td>Mr. Ray Renner</td>
<td>556-3155</td>
<td><a href="mailto:raymond.renner@uc.edu">raymond.renner@uc.edu</a></td>
</tr>
<tr>
<td>OUA</td>
<td><strong>Office of the University Architect</strong></td>
<td>Mr. Ron Kull</td>
<td>556-1933</td>
<td><a href="mailto:ron.kull@uc.edu">ron.kull@uc.edu</a></td>
</tr>
<tr>
<td>PS-Comm</td>
<td><strong>Public Safety—Communications Center</strong></td>
<td>Ms. Yvetta Collins</td>
<td>556-4945</td>
<td><a href="mailto:yvetta.collins@uc.edu">yvetta.collins@uc.edu</a></td>
</tr>
<tr>
<td>PS-Rec</td>
<td><strong>Public Safety—Records and Reporting</strong></td>
<td>Lt. Steven Senft</td>
<td>556-4952</td>
<td><a href="mailto:steve.senft@uc.edu">steve.senft@uc.edu</a></td>
</tr>
<tr>
<td>Mail</td>
<td><strong>Mail Service</strong></td>
<td>Mr. Richard Von Nida</td>
<td>556-3987</td>
<td><a href="mailto:richard.von-nida@uc.edu">richard.von-nida@uc.edu</a></td>
</tr>
<tr>
<td>FM-Util</td>
<td><strong>Facilities Management—Utilities and Technical Support</strong></td>
<td>Mr. Everett Wolverton</td>
<td>556-4828</td>
<td><a href="mailto:everett.wolverton@uc.edu">everett.wolverton@uc.edu</a></td>
</tr>
<tr>
<td>Uci-Net</td>
<td><strong>UCit—Network and Telecommunication Services</strong></td>
<td>Ms. Michelle Miles</td>
<td>556-6282</td>
<td><a href="mailto:michelle.miles@uc.edu">michelle.miles@uc.edu</a></td>
</tr>
<tr>
<td>OSM</td>
<td><strong>Office of Space Management</strong></td>
<td>Mr. Andrew Williams</td>
<td>556-2176</td>
<td><a href="mailto:andrew.williams@uc.edu">andrew.williams@uc.edu</a></td>
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<tbody>
<tr>
<td>City-Address</td>
<td>City of Cincinnati—Department of Transportation and Engineering</td>
<td>Mr. John Greely</td>
<td>352-3463</td>
<td><a href="mailto:john.greely@rcc.org">john.greely@rcc.org</a></td>
</tr>
<tr>
<td>City-Police</td>
<td>City of Cincinnati—Police Department</td>
<td>Mr. Barry Whitton</td>
<td>352-2943</td>
<td><a href="mailto:barry.whitton@cinpd.rcc.org">barry.whitton@cinpd.rcc.org</a></td>
</tr>
<tr>
<td>City-Answer</td>
<td>City of Cincinnati—Police Department, Public Safety Answering Point</td>
<td>Mr. Ron Schuster</td>
<td>352-2942</td>
<td><a href="mailto:ron.schuster@cinpd.rcc.org">ron.schuster@cinpd.rcc.org</a></td>
</tr>
<tr>
<td>City-Fire</td>
<td>City of Cincinnati Fire Department—Fire Prevention Bureau</td>
<td>Mr. William Long</td>
<td>357-7596</td>
<td><a href="mailto:bill.long@rcc.org">bill.long@rcc.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Robert Becker</td>
<td>357-7597</td>
<td><a href="mailto:robert.becker@rcc.org">robert.becker@rcc.org</a></td>
</tr>
<tr>
<td>Cinti Bell</td>
<td>Cincinnati Bell—911 Data Base Supervisor Database Operations</td>
<td>Ms. Tina Williams</td>
<td>397-1209</td>
<td><a href="mailto:tina.williams@cinbell.com">tina.williams@cinbell.com</a></td>
</tr>
<tr>
<td>USPS</td>
<td>U.S. Postal Service—Corryville Branch</td>
<td>Ms. Debra Webb</td>
<td>751-2880</td>
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