



## AMENITIES GUIDE FOR EMPLOYEES

### FOOD

#### Coffee/Tea

Self-serve coffee and tea is available for a nominal fee in the third-floor employee break room (3401).

Note: The coffee/drinks area on the second floor near the bookstore is intended for client use.

#### Ice/Vending Machines

Ice machines can be found in the kitchens (rooms 1306, 2606, and 3401). Vending machines with snacks and soft drinks are located in room 2604 (near the Atrium).

### BUILDING

#### Mail/Post Office

Employee mailboxes are located on the first floor outside of the Business Office. Mail intended for recipients across campus or off campus should be placed in the "Outgoing Mail" box in the employee mailbox area. The nearest US post office, where you can purchase stamps as well as mail supplies, is located on the ground level of UNC Student Stores. The nearest FedEx boxes are adjacent to the Law School, just behind the School of Government.

#### Outdoor Meeting Areas

Mengel Garden (near Hodges Lobby), a patio outside the Dining Room, and Coates Courtyard (opposite room 2321)

#### Lounges

Employee lounge areas are located in rooms 2604 and 3401.

### GENERAL

#### ATM

ATMs for several banks and the State Employees' Credit Union are located two blocks west at 210 Raleigh Street, behind Davis Library.

#### Bookstores

The School of Government bookstore is located on the second floor near the main elevator and client coffee area. The University's Bull's Head Bookshop is located in UNC Student Stores, two blocks west on South Road.

#### Lost and Found

Please check with the receptionist in the Hodges Lobby. Articles unclaimed after 30 days will be donated to charity.

#### One Card

The UNC One Card office is located on the first floor of the Student Stores near the outdoor steps.

#### Programs/Conferences

A list of daily events is available on digital screens on the second floor and under Events Calendar on the School's home page at [sog.unc.edu](http://sog.unc.edu).

#### Quiet Room

Room 3100 is available to anyone needing a quiet, private space. Furnished with a reclining rocking chair, side tables, soft lighting, and a sink, uses for the room may include temporary recovery from an accident or illness, meditation, prayer, or lactation. The room is open to faculty, staff, clients, and students Monday through Friday from 7:30 a.m. to 4:30 p.m. on an as-needed, first-come, first-served basis.

#### Restrooms

Multi-stall restrooms are located on each floor near the elevators. There is a gender-neutral restroom located on the third floor across from room 3322.

#### Smoking

Smoking is not permitted inside University facilities or in outdoor areas within 100 feet of University facilities, including parking decks.

#### UNC-Chapel Hill Merchandise

Available at UNC Student Stores, located two blocks west on South Road