To: ACP Staff
From: ACP Board
- Beth Cunningham, Michael Brosnan (AAPT)
- Kate Kirby, James Taylor (APS)
- Michael Moloney, Gigi Swartz (AIP)
Subject: December Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line Update

- Purple Line is working to get the parking lot back in order to make the parking spaces available for use. We are awaiting further information on when the work will be completed.

- Please remember to check the electronic board in the lobby for periodic updates. Every month, the background color will change, and the current month will be noted at the top of the slide with the updates for that month below. If additional updates are received in the middle of the month, those updates will be highlighted in yellow.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

Building Closure December 25 – January 1

In preparation for the closure there are a few things we would like to bring to your attention.

- The building will be operating on a weekend schedule. This means there will be no heat, no elevator access, no cleaning services, and emergency lighting only.

- In the event it snows, the parking lot will not be cleared.

- We recognize that some holiday and business packages may not be delivered by the time the building closes at 3:00pm on December 24. Security guards will accept packages and they will be kept in Conference Room B until ACP reopens on January 2. If you have a package delivered after the building closes on December 24 and you want to pick it up, please make sure you have an ID with you. The guard will require ID and ask you to sign for the package.

We hope everyone enjoys the holiday break.
ACP Facade

- Façade work is ongoing. Repairs to the east side (River Road) of the building are complete. EV Airtight has begun work on the west side (loading dock). Weather permitting, the work should be completed by mid-January.

Parking Lot Lighting

- You may have noticed that some of the lights are out in the lower part of the driveway. We recognize that this is a safety issue and are working to get the lights fixed as soon as possible.

Office and Workstation Lights

- The security guards have mentioned that employees are hanging decorative lights on workstations and in offices. If you have them in your work area, please make sure they are unplugged at night. If they are not, the guards will unplug them. In addition, please do not leave undercabinet lights or desk lamps on at night.

Heater Policy

- We wanted to remind everyone of ACP’s policy regarding space heaters. Space heaters are not permitted in offices or workstations unless the temperature in your area has been tested and it has been determined that a space heater is warranted.

- Over the past several years, we have spent considerable time and expense in correcting problems associated with the air conditioning and heating systems. For the systems to work properly and more efficiently, the building temperature needs to be kept at a constant level. The industry standard for office buildings is between 72 and 76 degrees. After discussions with Victor, the ACP Board has determined that the temperature in the building will be kept at 73 degrees. If you feel that the temperature in your office or workstation is higher or lower than 73 degrees, please let Debbie Dillon know and she will ask Victor or Paulino to check the temperature in your area. If the temperature is 73 degrees, no action will be taken. If there is a problem, it will be corrected and if the problem cannot be corrected you will be issued an ACP space heater.

- Employees may not bring in personal space heaters from home. If you have one in your office or work area, please remove it. The only space heaters that can be used in offices are those issued by ACP. If you are in a workstation area, DO NOT plug in a space heater. The workstations are not designed to handle the extra load and the circuits will trip. If you are issued a space heater by ACP, it is your responsibility to make sure that the space heater is turned off when you are away from your desk and, more importantly, when you leave for the day. Space heaters that are left on will be removed.

- Over the next few weeks, a mandatory safety check will be performed on all ACP issued space heaters.
ACP Events

- Thanks to everyone who participated in the annual Holiday Gift Drive. Your generosity was very much appreciated.

- Yoga classes will resume on January 6. Class is held on Mondays from 4:30pm – 5:30pm in the lunchroom. The schedule is below.

Class Day/Time:
4:30 – 5:30 pm Monday 1/6, 1/13, 1/27

NOTE: no class on 1/20

Class Location:
Lunchroom

Please bring the following items:
Yoga Mat, Towel, Water
Yoga Block(s) Optional

The Format:
YogaFit is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of hatha yoga, it blends balance, strength, flexibility and power in a fitness format. YogaFit overcomes the mystery of yoga by delivering a practical, user-friendly style, which is accessible, understandable, and doable by individuals at any level of fitness.

Your Instructor:
Sherry Render has 20+ years’ experience teaching group exercise programs. She holds a primary group exercise certificate through the Aerobic and Fitness Association of America as well as certifications through Les Mills for the following programs: BodyPump, BodyStep, BodyAttack, Sprint, BodyFlow, CXWorx and GRIT. Additional group exercise certifications include Beachbody Piyo and Strong by Zumba. In 2012, she completed Yogafit’s 200-hour training program and she is a registered yoga teacher through Yoga Alliance.
To: ACP Staff
From: ACP Board
- Beth Cunningham, Michael Brosnan (AAPT)
- Kate Kirby, James Taylor (APS)
- Michael Moloney, Gigi Swartz (AIP)
Subject: October Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line Update

- You may have noticed that barriers are still in place in the parking lot and some spaces are not available. While it may not look like any work is being done, the area is still under temporary easement and the spaces cannot be used until Purple Line gives us the go ahead.

- Please remember to check the electronic board in the lobby for periodic updates. Every month, the background color will change, and the current month will be noted at the top of the slide with the updates for that month below. If additional updates are received in the middle of the month, those updates will be highlighted in yellow.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

ACP Facade

- We received the report from the structural engineer. In order to determine what caused the damage, some of the bricks will need to be removed. This work will be done in two phases. Bricks will be removed during Phase 1 to determine the cause of the damage and repairs will be made during Phase 2. Phase 1 will begin on October 25 when EV Airtight will bring in a crane to access the damaged façade and remove some bricks. The crane will be parked near the east side stairwell and east side entrance doors. The sidewalk will be closed in these areas. These doors will not be available unless there is an emergency. In addition, the handicapped and all but two of the visitor spaces in the area across from the crane will not be available. This is necessary so that traffic can get around the crane. We anticipate the work will take one or two days. While the work is being done, please use the fitness center, lunchroom or west entrance doors. If you use the main entrance, please be careful going around the crane and watch for traffic. Updates will be provided when we receive them.
Cushman Work Order Requests

- In 2018, we began using a new procedure for requesting assistance from Victor and/or Paulino. Work order requests are handled electronically and managed by Office Services. The system is working well, and we want to remind employees to contact Office Services (call or email) with work order requests (examples below). Please do not contact Victor or Paulino unless it is an emergency. If you contact them directly, they will refer you to Office Services.

Consolidating requests through Office Services is more efficient and allows Victor and Paulino to manage their time in responding to requests while still completing their daily activities. Using the work order system allows us to see the type of request, prioritize requests, and keep track of them from start to finish. An added benefit is that if there are multiple requests for an issue (example: hot/cold calls), it may be determined that there is a bigger issue that needs to be addressed.

For your information, following are examples of work order requests and contact information for Office Services staff. If you have any questions, please let us know. Thank you for your cooperation.

Examples of Work Order Requests

- Plumbing requests (leak in restrooms, pantries, or other areas, etc.)
- Spills
- Trip hazards
- Icy conditions on sidewalks/parking lot
- Temperature (hot/cold)
- Access card/reader not working
- Access card activation/deactivation
- Light bulb flickering/replace
- Outlet not working
- Filter replacement for refrigerators/water filling station/ice machine
- Hanging items on walls in offices/conference rooms
- Furniture moves
- Need for recycle bin/trash cans (for offices or cleaning out offices/workstations)
- Miscellaneous repairs (door squeaking/hinge replacement, etc.)

Office Services Contact Information

Magda Renaud (primary contact)
mrenaud@aip.org
301-209-3002

Angela Wright
awright@aip.org
301-209-3175
Debbie Dillon
ddillon@aip.org
301-209-3105

Gabriel Winebrenner
gwinebre@aip.org
301-209-3356

ACP Events

- The ACP Events Committee is partnering with AIP’s Community Service Club in hosting a sock drive to support the efforts of #Socktober. Socks are the number one needed clothing item for the homeless. Socks collected will be donated to the Prince George’s homeless community. Our goal is to collect 600 pairs of socks. The drive will end on October 30. Boxes are in elevator lobbies on each floor.

- The next ACP Art Reception will be held on October 29 from 5:30pm-7:30pm. The Gallery Talk beings at 6:15pm.

- Yoga is held on Mondays from 4:30pm – 5:30pm in the lunchroom.
AMERICAN CENTER FOR PHYSICS  
October 3, 2019

To: ACP Staff  
From: ACP Board  
- Beth Cunningham, Michael Brosnan (AAPT)  
- Kate Kirby, James Taylor (APS)  
- Michael Moloney, Gigi Swartz (AIP)  
Subject: September Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line Update

- A path is being installed from the River Road sidewalk to ACP.
- For your information, new Purple Line updates/reminders can be found at the end of this report.
- Please remember to check the electronic board in the lobby for periodic updates. When updates are made, the background color will be changed on the electronic board.
- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

ACP Facade

- A structural engineer has been engaged to determine the cause of the façade damage on the east side of the building.

Fire Drill

- Our annual fire drill was held on September 26. The building was evacuated in five minutes and 14 seconds. This time is poor compared to the last few years.  
  2018 (3 minutes, 30 seconds)  
  2017 (2 minutes, 39 seconds)  
  2016 (3 minutes)  
  2015 (5 minutes)  
  2014 (2 minutes, 30 seconds)
• The increase in time over last year was primarily due to an employee refusing to leave his office. Had this delay not occurred, the building would have been evacuated in close to three minutes.

• It is critical that all employees take fire alarms seriously and evacuate the building as quickly as possible. The alarm may not be a drill and staying in the building not only puts the employee in danger it also puts the fire wardens and engineers in danger.

• Please do not vacate the building through the front door unless there is no other choice. Emergency personnel will be using those doors and equipment will be parked in front of the building.

Cybrary Building Café

• The Cybrary building located at the traffic circle on River Road has a café open to the public. It closes at 3:00pm.

Gender-Neutral Restrooms

• Occupancy indicators have been installed on the existing locks of the gender-neutral restrooms on floors two through five.

Patio Furniture

• The patio furniture project has been completed. Tables and chairs will continue to be available for employee use until the weather gets cold when it will be moved and covered for the winter.

ACP Events

• The Events Committee hopes you enjoyed the Employee Appreciation Picnic. Feedback is welcome. Comments can be sent to ACPServices@aip.org.

• The ACP Flu Shot Clinic will be held on Thursday, October 10 in Conference Room A from 10:00am-3:00pm. Sign up using the following link. https://www.signupgenius.com/go/8050E4CABA62FA1FF2-ACPflu (you will need to copy the link in your browser).

• The next ACP Art Reception will be held on October 29 from 5:30pm-7:30pm. The Gallery Talk beings at 6:15pm.

• Yoga is held on Mondays from 4:30pm – 5:30pm in the lunch room.

• Our School Supply Drive was very successful. Employees generously donated over 600 items. This was double the amount collected last year. A big thank you to everyone who donated and a special thanks to APS for donating back packs.

We received the following letter from the Principal at Cool Springs Elementary School.
American Center for Physics Staff,

On behalf of Cool Springs Elementary School, I would like to thank you for your generous donation of school supplies. Homeless students and other students in need will greatly benefit from all the wonderful supplies.

The goal of Cool Spring Elementary is to continue to make a difference in the lives of our students. With the help of donations from supporters like you, we will continue to see tremendous improvements.

Thanks again for your generous support.

Sincerely,
Cameron Millsbaugh
Principal
Purple Line Updates/Reminders

Pedestrian Safety

Reminder: As work continues along the alignment, the Purple Line construction team is committed to keeping everyone safe. Pedestrians are advised to follow any construction signs and use the open sidewalk(s). Pedestrians are not allowed in the construction work zones. This is for your safety as well as our construction team.

Bus Stop Relocations at College Park Metro

Reminder: On September 1, 2019, the Purple Line closed the College Park Metro Bus Loop long-term for construction. The bus stops within the bus loop have been relocated to temporary bus shelters along River Road. Please note that buses will queue up at the temporary bus stops from 5 a.m. from 11 p.m.

Long-Term Lane Closure along River Road

Reminder: On July 21, 2019, the Purple Line implemented a long-term lane closure along River Road between Riverteach Court and Kenilworth Avenue. One lane of traffic is maintained in each direction.

Lane Closures on River Road

Reminder: During the month of October, crews will be working along River Road between Campus Drive and Kenilworth Avenue. Work will take place in two shifts from 7 a.m. to 5 p.m. and 5 p.m. to 7 a.m. on weekdays and weekends. Temporary lane closures will occur.

Long-Term Closure on Campus Drive

Reminder: On August 21, 2019, the Purple Line implemented a long-term lane closure of the eastbound lanes of Campus Drive between the Paint Branch Trail and River Road. Traffic has shifted to the westbound lanes, with one lane open in each direction.

Weekend Work along Campus Drive

Reminder: During the month of October, crews will be working at the pump station along Campus Drive between Baltimore Avenue and River Road on weekdays and weekends from 7 a.m. to 7 p.m.
Weekend Work and Lane Closures on Campus Drive

**Reminder:** During the month of October, crews will be working along Campus Drive between Regents Drive and Championship Lane from 7 a.m. to 4 p.m. on weekdays and weekends. Temporary lane closures will occur.

Long-Term Lane Closure on Kenilworth Avenue

**Reminder:** On July 8, 2019, the Purple Line implemented a long-term closure of the right-hand southbound lane on Kenilworth Avenue between River Road and Riverdale Road. Barriers will be placed to delineate the work zone. Pedestrians and bicyclists are required to stay outside of the construction zone at all times. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends.

Weekend and Night Closures on Kenilworth Avenue

**Reminder:** During the month of October, crews will be relocating utilities on Kenilworth Avenue between River Road and Riverdale Road. Work will occur in two shifts, from 7 a.m. to 5 p.m. and 5 p.m. to 7 a.m. on weekdays and weekends. Temporary lane closures will occur.

Lane Closures along Riverdale Road

**Reminder:** During the month of October, crews will be relocating utilities along Riverdale Road between the Baltimore-Washington Parkway and 67th Place. To conduct this work, lanes will intermittently be closed on 66th Avenue and 67th Avenue. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends. Temporary lane closures with flagging operations will occur.

Weekend Work and Lane Closures on Riverdale Road

**Reminder:** During the month of October, crews will be working along Riverdale Road between Kenilworth Avenue and Veterans Parkway. Work will take place from 7 a.m. to 5 p.m. and 5 p.m. to 7 a.m. on weekdays and weekends. Temporary lane closures will occur.

Lane Closures on Presidential Drive

**Reminder:** During the month of October, crews will be working along Presidential Drive between Campus Drive and Championship Lane. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends. Temporary lane closures will occur.
Lane Closures on Rossborough Lane

Reminder: During the month of October, crews will be working along Rossborough Lane between Baltimore Avenue and Campus Drive. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends. Temporary lane closures will occur.

Lane Closures on Baltimore-Washington Parkway

Reminder: During the month of October, crews will continue work on the Baltimore-Washington Parkway in the area of the Riverdale Road overpass. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends. Temporary lane closures will occur.

Closure of Eastpine Drive

Reminder: During the month of October, a section of Eastpine Drive will continue to be closed between Riverdale Road and Patterson Street for utility relocations. Work will take place from 7 a.m. to 5 p.m. on weekdays and weekends.
To: ACP Staff
From: ACP Board
   - Beth Cunningham, Michael Brosnan (AAPT)
   - Kate Kirby, James Taylor (APS)
   - Michael Moloney, Gigi Swartz (AIP)
Subject: August Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

**Purple Line Update**

- The new driveway has been changed to allow incoming traffic to loop around the circle. We are still waiting on the new design plans for the driveway and will share them with you as soon as we receive them.

- Water line work in the area has been completed. We have not received a date from Purple Line on when the equipment will be removed.

- Please remember to check the electronic board in the lobby for periodic updates. When updates are made, the background color will be changed on the electronic board.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

**Remote Work – September 27**

- We were notified by UMD of an upcoming football game that will significantly impact traffic in this area. On September 27, UMD will be playing Penn State. UMD anticipates that 50,000 fans will be attending the game. This will impact traffic and parking in the area with the heaviest traffic at 12:00pm when UMD closes for the day and from 3:00pm until the game starts at 8:00pm. Additional information about the event can be found at the [UMD website](https://www.umd.edu/).

The ACP Board supports closing the building and allowing for remote work on September 27. Please do not schedule any meetings at the building on September 27. If you opt to come to ACP that day, be advised that the building is closed and will be operating on a weekend schedule. This means there is limited air conditioning, emergency lighting only, no elevator access, and no cleaning services.
• Each Society will be providing more details to their staff on what defines remote work for that day.

ACP Closed December 25-January 1

• ACP will be closed December 25-January 1 and will operate on the same weekend schedule as noted above. The only people in the building during this time will be the security guards. This closure is for 2019 only.

Visitors to ACP

• With work on the Purple Line in full force, there are workers on our property and in the surrounding area. We wanted to take this time to remind employees of security procedures especially those related to admittance of visitors to the building.

• If you are expecting a visitor, you will need to provide the receptionist with the names of any visitors and the date and time the visitors are expected. To enter the building, visitors will be required to use the call box near the front door. If you do not provide visitor information ahead of time, your visitor will not be granted access to the building until you have confirmed that you are expecting them with the receptionist or security guard. Frequent visitors to the building also are required to follow this procedure and cannot sign in and go to one of the floors until the receptionist or security guard calls the employee.

• ACP’s security procedures can be found at www.acp.org/faq. These procedures are in place for everyone’s safety and security.

Food and Beverages for Meetings

• Many society meetings at ACP include catered food and beverages. This is generally set up in the rotunda and is for use by meeting attendees only. Please do not take food and/or beverages from the rotunda unless you are attending the meeting. Leftovers from meetings will either be taken to the pantry of the host society or to the lunch room. When leftover food is on the table in the lunch room, it is available for all employees. Thank you for your cooperation.

Green Committee

• New members for the ACP Green Committee are welcome. If you would like to participate, please contact Debbie Dillon ddillon@aip.org. Feel free to share ideas on making ACP green with Debbie.

Patio and Balcony Furniture

• You may have noticed that some of the patio furniture has been removed. Repairs are being made and the furniture will be painted a new color. We expect the first half of the furniture to be returned later this week and the remaining furniture removed for repair and painting. This includes the benches in the courtyard on the east side of the building.
• We have had several requests for additional furniture on the balconies. An inventory will be made, and the furniture will be redistributed so that all balconies have an equitable amount. Balcony furniture will be cleaned and painted as needed.

ACP Events

• The School Supply Drive continues through August 23. This year we are supporting Cool Spring Elementary School. The donation box is in the lobby. Last year we donated over 300 items to the school. Let’s try to beat that total this year!

• ACP will be closed on September 2 in observance of Labor Day.

• The ACP Picnic will be held on September 12 from 1:00pm-3:00pm. Employees may leave for the day after the picnic. Picnic details to follow.
To: ACP Staff
From: ACP Board
   Beth Cunningham, Michael Brosnan (AAPT)
   Kate Kirby, James Taylor (APS)
   Michael Moloney, Gigi Swartz (AIP)
Subject: May Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line Update

- As you can see, work on our property is in full swing. A requested change was made regarding the new driveway to allow incoming traffic to loop around the circle and exit back out to River Road. The new redesign is in process and will be reviewed by the ACP Board soon.

- Water line work on our property has been completed. There was also simultaneous water line work being done at Raytheon and College Park Academy and the water shut off will not occur until the work is completed at those properties. If the work had been done at each of the three properties individually, it would have required the water to be shut off for three days at all three properties as each water shut off affects water at the other two locations. By completing the work simultaneously, the water shut off will only need to be done one time and can be done in one day. The good news is the work will be done after 7:00pm so we will not need to close the building. The bad news is we still don’t know when the work will occur. Purple Line Constructors anticipate it will not occur for another three to four weeks.

- We will provide you with updates when we receive them from WSSC and the Purple Line. Thank you for your continued patience and understanding during this time. Please remember to check the electronic board in the lobby for periodic updates. When updates are made, the background color will be changed on the electronic board.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

Spraying for Ticks and Mosquitoes

- Chesapeake will be spraying our property for ticks and mosquitoes the week of June 10-14.
Micro Market

- ACP continues to work with Aramark to have the market stocked with more vegetarian and healthy options. Recently, the market was stocked with some vegan and vegetarian snack items. If you try any of these new items, please provide us with feedback (awright@aip.org or ddillon@aip.org). We also welcome suggestions on items you would like to see stocked in the market.

ACP Events

- The ACP Picnic will be held on September 12. Additional information will be provided in a future update.

- The Events Committee is working with Weight Watchers to organize a Weight Watchers at Work program. More information to follow.

- ACP will be closed on July 4-5 in observance of the Independence Day Holiday.
To: ACP Staff
From: ACP Board
Beth Cunningham, Michael Brosnan (AAPT)
Kate Kirby, James Taylor (APS)
Michael Moloney, Gigi Swartz (AIP)
Subject: March Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line Update

- Members of the ACP Board met with the Purple Line Constructors on Friday March 22 to get a status update. Work on the project near our property will ramp up shortly starting with the grading for the track rails. This will impact ACP’s water/sanitation lines for a day. The existing lines will need to be moved deeper into the ground and wrapped in a sleeve to make room for the tracks. Relocation of the lines by Washington Suburban and Sanitary Commission (WSSC) will necessitate shutting off water to the building and closing of about 60 parking spaces. WSSC cannot shut off the water for more than eight hours and anticipates ACP will be without water for three to four hours. WSSC is required to give us 72 hours-notice of when the work will be done. Please see the picture provided that illustrates the area impacted.

- We wanted to give staff a heads up that this work will be done soon. The current timeframe is between April 8-19. We will let you know the date as soon as we know. Please try to avoid scheduling any large meetings during this timeframe at ACP. The current ACP conference room calendars reflect none at this time.

- The ACP Board supports closing the building and allowing for remote work the day of the water shut down. Only Cushman and Wakefield and the Security Guard will be in the building that day. If you must be in the building, please be aware that there will be limited parking and water/sanitation will not be available for a period of time. We encourage employees to work remotely and not come to the building.

- We will provide you with updates when we receive them from WSSC and the Purple Line. Thank you for your continued patience and understanding during this time. Please remember to check the electronic board in the lobby for periodic updates.
To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

Monument and Temporary Signage

- The monument sign will be dismantled in the next few weeks and a temporary sign will be installed.

Discovery District

- The University of Maryland is hosting Innovate Maryland on April 11 from 5:00pm to 7:30pm at The Hotel.

- Banana Blossom Bistro (Vietnamese cuisine) at 6202 Rhode Island Avenue, Suite 116 in Riverdale Park (next to the Marc station) is now open for lunch and dinner Wednesday through Sunday.

- Riviera Tapas Bar at 6108 Rhode Island Ave in Riverdale Park (across from Banana Blossom Bistro) is also now open for dinner Monday through Saturday.

- Construction on the new building at 4600 River Road (across from ACP) is expected to begin this spring.
• Bike to Work day is Friday, May 17. Riverdale Park Station will be one of the locations along the Route 1 corridor that is hosting a pit stop.

Food Truck Schedule

• Food trucks are at the pop-up park located at the corner of River Road and University Research Court. They will be there each work day, from approximately 11:00am to 2:00pm. The food truck calendar can be found in the Pop Up Park and Food Trucks section at www.acp.org/faq.

Phone, Email, and Internet Scams

• Scams, and frauds are on the rise. Scammers use a variety of tactics to steal money. Following are some tips from the Federal Trade Commission to help you avoid becoming a victim.

• Spot imposters. Scammers often pretend to be someone you trust, like a government official, a family member, a charity, or a company you do business with. Don’t send money or give out personal information in response to an unexpected request — whether it comes as a text, a phone call, or an email.

• Do online searches. Type a company or product name into your favorite search engine with words like “review,” “complaint” or “scam.” Or search for a phrase that describes your situation, like “IRS call.” You can even search for phone numbers to see if other people have reported them as sources of scams.

• Don’t believe your caller ID. Technology makes it easy for scammers to fake caller ID information, so the name and number you see aren’t always real. If someone calls asking for money or personal information, hang up. If you think the caller might be telling the truth, call back to a number you know is genuine.

• Don’t pay upfront for a promise. Someone might ask you to pay in advance for services like debt relief, credit and loan offers, mortgage assistance or lining up a job. They might even say you’ve won a prize, but to collect it you have to pay taxes or fees. If you do, they will probably take your money and disappear.

• Consider how you pay. Credit cards usually provide significant protection against fraud, but some payment methods don’t. Wiring money to strangers through services like Western Union or MoneyGram is risky because it’s nearly impossible to get your money back. That’s also true for payments made with reloadable cards (like MoneyPak or Reloadit) and gift cards (like iTunes or Google Play). The FTC advises that government offices and honest companies won’t require you to use these payment methods.

• Talk to someone. Before you give up your money or personal information, talk to someone you trust. Con artists want you to make decisions in a hurry. They might even threaten you. Slow down, check out the story, do an online search, consult an expert — or just tell a friend.
- **Hang up on robocalls.** If you answer the phone and hear a recorded sales pitch, hang up and report it to the FTC. These calls are illegal, and often the products are bogus. Don’t press 1 to speak to a person or to be taken off the list. That could lead to more calls.

- **Be skeptical about free trial offers.** Some companies use free trials to sign you up for products and bill you every month until you cancel. Before you agree to a free trial, research the company, and read the cancellation policy. And always review your monthly statements for charges you don’t recognize.

- **Don’t deposit a fraudster’s check and wire money back.** Scammers sometimes send victims a bad check, then tell them to deposit it in the bank and wire money back. By law, banks must make funds from deposited checks available within days, but uncovering a fake check can take weeks. If a check you deposit turns out to be a fake, you’re responsible for repaying the bank.

- **Sign up for free scam alerts from the FTC at ftc.gov/scams.** Get the latest tips and advice about scams sent right to your inbox.

**ACP Events**

- The ACP Art Reception will be held on April 23.

- Take Our Daughters and Sons to Work Day will be held at ACP on April 25.

- The ACP Events Committee will be hosting a Game Day in early May.
To: ACP Staff
From: ACP Board
Beth Cunningham, Michael Brosnan (AAPT)
Kate Kirby, James Taylor (APS)
Michael Moloney, Gigi Swartz (AIP)
Subject: February Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

**Purple Line**

- We want to provide an update to the February 8 email regarding the closure of the sidewalk to the Metro. Purple Line Transit Constructors will not be repairing the closed sidewalk. The graveled sidewalk will be in use for the foreseeable future. Please let us know if there are any issues with the sidewalk.

- As of now, underground utility work will start in mid-March. They are somewhat delayed.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to [www.purplelinemd.com](http://www.purplelinemd.com).

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at [www.acp.org/faq](http://www.acp.org/faq).

**Monument and Temporary Signage**

- We are working with several sign companies to get ideas for a new monument sign. The existing sign will be demolished soon, and a temporary sign will be installed.

**Happenings in the Immediate Area**

- Corporate Office Properties Trust (COPT) is developing the area across River Road. They expect to break ground on a new building in March. The scheduled opening date for the four story 105,000 square foot building is June 2020.

- The building at 5801 River Road (near the circle) is fully occupied.
University of Maryland

- We met with the Campus Connector and Discovery District Manager from UMD to discuss how UMD might strengthen its relationship with the societies.

ACP Events

- Thanks for your generous donations to the food drive. We collected over 286 pounds of food to donate to the College Park Community Food Bank and St. Bernadette’s Church. They were both very grateful for the donations.
To: ACP Staff
From: ACP Board
Beth Cunningham, Michael Brosnan (AAPT)
Kate Kirby, James Taylor (APS)
Michael Moloney, Gigi Swartz (AIP)
Subject: December Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line

- Work on our property will be dormant until mid-February. Utility drainage and track work will begin in late February and continue through March. Most of the Purple Line activity will occur during the spring, summer, and fall. We should receive an updated schedule in February and will share it with staff.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Former Playground Area

- The playground equipment has been removed. Now we need to decide what to do with the area. We welcome your input. Please send suggestions to Debbie Dillon at ddillon@aip.org.

ACP Events

- Our annual food drive will kick off with the Souper Bowl Luncheon on January 31st and continue through February 14th. The donation box will be in the lobby. This year we want to give back to those affected by the government shut down as well as the needy in our local community. Donations will be given to the College Park Community Food Bank and St. Bernadette’s Church.

- ACP sponsored five families in the annual Holiday Gift Drive and collected 128 gifts. Thanks to everyone who participated. College Park Youth and Family Services is very grateful for ACP’s continued participation in the gift drive. We received the following email from them.
Hi Judith –

Once again you and your team have outdone yourselves. Each and every parent who came to pick up their gifts was astounded. Each was incredulous and repeatedly expressed amazement that all of those gifts were only for their family. We received hugs, tears, blessings and thank yous on your behalf. The families will give us their thank you cards after the holidays and we will be sure to get them to you.

You made their Christmas, not only because of your generosity but that through your generosity, they know and feel that others care.

Best wishes to you all.

Peggy
AMERICAN CENTER FOR PHYSICS
December 17, 2018

To: ACP Staff
From: ACP Board
Beth Cunningham, Michael Brosnan (AAPT)
Kate Kirby, James Taylor (APS)
Michael Moloney, Gigi Swartz (AIP)

Subject: December Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line

- Work continues on our property at a quick pace. Access to ACP will not be affected. You should note, however, that work on the project will affect traffic on River Road, Kenilworth Avenue, and Riverdale Road on Saturdays in December between 7:00 am and 5:00 pm. In addition, crews will be working at the pump station along Campus Drive near the College Park Metro Station from Baltimore Avenue to River Road between 7:00 am and 5:00 pm for the remainder of Saturdays in December. Please be prepared for possible detours and/or delays if you are in the area on those days.

- The ACP monument sign will be demolished during construction. If you have ideas on what we can do with the lettering or pieces of the sign, please send your suggestions to ddillon@aip.org.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Green Committee

- Containers for plastic bag recycling will be installed in the pantries and lunch room. Please recycle bags by placing them in the containers instead of trash cans or recycling bins. Our recycling company does not accept plastic bags and bags tossed in the recycling bin cause all items in the bin to be considered trash. Additional information on recycling will be posted in the pantries and lunch room in January. The committee welcomes suggestions for making ACP green. Send suggestions/comments to Debbie Dillon at ddillon@aip.org.
ACP Events

- The annual Holiday Gift Drive in partnership with the College Park Youth and Family Services will continue through December 18th. You can find the gift slips for the family your society is sponsoring in the pantry on your floor.

- ACP will be closed on December 24th, 25th, 31st and January 1st.
To: ACP Staff
From: ACP Board
Beth Cunningham, Michael Brosnan (AAPT)
Kate Kirby, James Taylor (APS)
Michael Moloney, Gigi Swartz (AIP)
Subject: October Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line

- Temporary lane closures will occur on River Road between Campus Drive and River Tech Court between 7:00 a.m. and 5:00 p.m.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Discovery District and Riverdale Park Station

- Riverdale Park Station features a free shuttle from 6:30 am - 9:00 am and 4:30 pm - 7:00 pm. It runs every 15 minutes between Riverdale Park Station, College Park Metro Station, and Prince George’s Plaza Metro Station. The shuttle stop is located near the main entrance to Whole Foods Market.

- A new sidewalk has been constructed on the south side of Van Buren connecting Bear Square to the Village Green and CXS Crossing.

- The Hiker Biker trail has been rerouted to 47th Street and Rhode Island Avenue to provide a more direct route through the development.

- Information about Riverdale Park Station can be found at www.riverdaleparkstation.com (you will need to copy the link in your browser).

- A Marriott Residence Inn will be constructed in the parking lot across Campus Drive from the College Park Metro Station. The hotel will have 150 rooms as well as retail space on the ground
floor. The construction start date for the hotel is not yet known. A rendering of the hotel is attached.

Fire Drill

- Our annual fire drill was held on October 9. The building was evacuated in three minutes, 30 seconds. While the time was acceptable, we could have done better. This was higher than the past few years:
  2017 (2 minutes, 39 seconds)
  2016 (3 minutes)
  2015 (5 minutes)
  2014 (2 minutes, 30 seconds)

- It is critical that all employees take fire drills seriously. The building should be evacuated as quickly as possible. Employees should not be texting or checking phones while on the way out of the building. If you are in a meeting in one of the conference rooms, vacate immediately. Do not go back to your office or workstation to get something.

- Purple Line construction will temporarily impact some of our current meeting areas. The meeting area for AAPT has been moved further down the lot to pole #60 in the area between the APS and AIP meeting points. In addition, the meeting point for fire wardens is opposite the current location on the inside of the driveway. Attached is an updated copy of the emergency meeting area map.

Glass Boards in Lunch Room and Pantries

- The glass board in the lunch room is used to communicate ACP activities. Societies monitor use of the glass boards in pantries. Please do not write derogatory comments on the boards. If you have an issue with ACP provided services and wish to remain anonymous, place comments in the suggestion box or send your comment/concern to Debbie Dillon via an interoffice envelope or leave a note on her desk. We want employees to use the boards, but derogatory or offensive comments are unacceptable.

Active Assailant Threat Training

- An overview of active assailant threat training was presented to the ACP board. We found it to be very informative and will pursue training for employees. Additional information will be provided in a future update.

Playground Equipment

- Weather permitting, the playground equipment, rubber matting, and playhouse will be removed on October 27. We have decided to keep the fence, plant some grass, and repurpose the area for employee use by adding some picnic tables, chairs, and other items.
Green Committee

- The first meeting of the ACP Green Committee was held on September 26. The committee is comprised of one employee from AAPT, five from APS and five from AIP. At its first meeting, the committee decided to focus on promoting an increase in recycling by adding better signage and photos of items that can and cannot be recycled. In addition, the committee will work to educate the cleaning crew on disposing of trash and recycling in the proper dumpsters and provide caterers with ACP expectations for recycling during events. The committee welcomes suggestions for making ACP green. Send suggestions/comments to Debbie Dillon at ddillon@aip.org.

ACP Events

- We will be celebrating ACP’s 25th Anniversary on November 13. The event will begin at 3:00 pm with a presentation to follow. An email invitation will be sent this week.

- Thanks to everyone who participated to the School Supply Drive. We collected over 300 items to donate to Cool Spring Elementary School in Adelphi. They were very grateful for the school supplies and thankful to ACP for donating to their school.
INSTRUCTIONS

In the event of an emergency all employees should proceed to their designated society area and follow procedures per the society's emergency plan.

Employees in the east side of the building should exit through the east stairwell and proceed to the designated area.

Employees in the center of the building should exit through the center stairwells, out the doors of the Rotunda, turn left and proceed to the designated area.

Employees in the west side of the building should exit through the west stairwell and proceed around the parking lot to the designated area.

Employees should not exit the building through the front door.

Fire wardens should meet opposite bike lockers near ACP Board (*)

Societies should meet at the following lamp posts:
59 APS
60 AAPT
61 AIP
AMERICAN CENTER FOR PHYSICS  
August 16, 2018

To: Staff at ACP  
From: ACP Board  
Beth Cunningham, Michael Brosnan (AAPT)  
Kate Kirby, James Taylor (APS)  
Michael Moloney, Gigi Swartz (AIP)  
Subject: Update

After each ACP Board meeting, relevant updates will be communicated to staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP. Please feel free to contact any ACP Board member.

Purple Line

- There has been no movement on the Purple Line.
- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.
- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Parking Permits

- All employees must have an ACP parking sticker displayed on their vehicle. When the Purple Line construction begins, we want to make sure that non-ACP employees do not park on our property. New hang tag parking permits have been received. Employees with ACP parking stickers taped to vehicle windows, will need to stop by the reception desk to pick up a hang tag permit. If you have a parking sticker on the bumper of your vehicle, you do not need a hang tag permit unless you want one. Security guards will continue to ticket any vehicle without a parking permit.

Desk Chair Replacement

- New desk chairs have been ordered. We expected to receive the chairs in early August. Unfortunately, due to scheduling problems with the vendor, delivery and installation will be delayed until September 6-7. This will be a two-day process. Additional information will be provided as we get closer to the date.

West Nile Virus

- You may have heard or read that West Nile virus was found in Riverdale Park mosquitoes. Our property was sprayed for mosquitoes and ticks on June 15. In addition, the State sprayed a
small portion of ACP property for mosquitoes in early June and late last week. Given that there has been a lot of rain over the past month, we will have the property sprayed again.

Security Guard Checkpoints

- You may have noticed small white discs near common area doors throughout the building. Security guards make rounds after hours and the discs are located at checkpoint areas. The guards scan the disc after they make sure rooms are empty and doors are secure. This procedure was put in place as an additional security/safety measure.

ACP Events

- The ACP School Drive will be held through the end of August.
- The ACP Picnic will be held on September 25. Additional information will be forthcoming.
- ACP’s 25th Anniversary celebration will be held on November 7. Additional information will be provided in a future update.

ACP Daycare Playground Equipment

- We have playground equipment remaining on the property that was part of the ACP Daycare. This equipment needs to be removed. If you know of anyone that may be interested in obtaining the equipment, please have them contact Debbie Dillon (ddillon@aip.org). The interested party must be able to remove and transport the equipment on their own.

ACP Green Committee

- ACP would like to form a volunteer “Green Committee” to consider ways we can become more environmentally sensitive. All suggestions and ideas will be considered. Please contact Debbie Dillon if interested.
AMERICAN CENTER FOR PHYSICS
June 21, 2018

To: ACP Staff
From: ACP Board
Subject: Update

After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line

- On May 30, The Maryland Transit Authority (MTA) began soil boring testing on “impacted areas” of ACP property.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Parking Permits

- All employees must have an ACP parking sticker displayed on their vehicle. With Purple Line construction beginning, we want to make sure that non-ACP employees do not park on ACP property. New parking permits have been ordered and will be issued to employees upon receipt. Security guards will continue to ticket any vehicle without a parking permit.

Riverdale Park Bridge

- The Riverdale Park bridge opens on Friday, June 22. The bridge runs from Van Buren Street to Lafayette Avenue and will connect with Rivertech Court. The bridge is designed to accommodate pedestrians and bicyclists, as well as cars. ACP employees will be able to use the bridge to walk to the Whole Foods at Riverdale Park Station. Additional information, including a map of the area, can be found at www.riverdaleparkstation.com (you will need to copy the link in your browser).

Desk Chair Replacement

- Desk chairs have been ordered. They should arrive in approximately six weeks. Additional information will be provided in a future update.
Firearm Policy

It has come to our attention that some employees are concerned about the No Firearms Policy sign on the front door. This was not prompted by an incident on ACP property. Cushman and Wakefield, our property management company, reviewed our disaster recovery document and suggested that a sign be posted.

ACP Events

- On July 5, ACP will be celebrating LGBT STEM Day. Refreshments will be available in the rotunda at 2:00pm.

- The ACP Picnic will be held on September 25. Additional information will be provided in a future update.

- We will be celebrating ACP's 25th Anniversary in late October or early November. Additional information will be provided in a future update.
After each ACP Board meeting, we will communicate any relevant updates to ACP staff. We hope you find this helpful, and we are always open to feedback on any topic related to ACP.

Purple Line

- Purple Line construction will have a major impact on ACP property. We will be losing our River Road entrance, the monument sign, and some land between River Road and the parking lot. The first step will be clearing of trees. Although this was scheduled to begin in April and run through July, there have been delays.

- To sign up to receive construction updates and more information about what is happening in the surrounding areas within the Purple Line, go to www.purplelinemd.com.

- ACP will post updates on the electronic board across from the elevators on the first floor and in the Purple Line section at www.acp.org/faq.

Security During Construction

- With Purple Line construction taking place on our property and other construction in the immediate area, there will be additional security concerns. To make sure ACP has adequate and responsive security staff, ACP’s property management company, Cushman & Wakefield, has hired a new day security guard and changes have been made to the afternoon and overnight guards.

- ACP asks that all employees be more vigilant during construction. If you see a suspicious person on ACP property or notice anything out of the ordinary, please contact the security guard (202-409-0226) or the receptionist (301-209-3002). Purple Line employees are not allowed on ACP property outside of approved areas. A map showing approved areas can be found in the Purple Line section at www.acp.org/faq.

- Security concerns require changes in ACP policy regarding visitors. Please refer to the Security Procedures for Staff, Deliveries, and Visitors document, which can be found in the Security Procedures section at www.acp.org/faq. An important change concerns admitting visitors to the building. ACP staff will need to provide the receptionist with the names of any visitors and the
date and time the visitors are expected. To enter the building, visitors will be required to use the call box near the front door. If you do not provide visitor information ahead of time, your visitor will not be granted access to the building until you have confirmed that you are expecting them with the receptionist or security guard.

- All employees must have an ACP parking sticker displayed on their vehicle. If you do not have a sticker, please stop by the reception desk, and pick one up. We recognize that some employees do not want to place a parking sticker on their vehicle bumper. The ACP Board is exploring other options. In the meantime, if you do not want to put the sticker on the bumper of your vehicle, it should be taped to the back windshield. Security guards will be ticketing vehicles without parking stickers.

- All employees must wear ID badges. This is for your safety and the safety of your coworkers. Not everyone knows each other, and we do not want a well-meaning employee holding the door open for someone that should not have access to the building. If someone does not have an ID badge and you do not recognize them, direct them to the main entrance.

**Firearm Policy**

- As an additional security and safety measure, ACP approved a firearm policy at the Board's last meeting. The policy reads as follows:

  ACP is committed to maintaining a safe and secure workspace and does not tolerate any acts or threats of violence in the facility or on the property. ACP is in Maryland and under state laws prohibits wearing, carrying, or transporting firearms, whether concealed or open, on or about the person without a permit. A permit to carry a weapon does not supersede ACP policy of ensuring a safe weapons-free space. Possessing a weapon on ACP property will result in being denied access to the facility and property. If an employee of an organization located in ACP is found to be in possession of a weapon on ACP property, then the employee may be subject to disciplinary action by the employer.

- Signage will be posted on the property.

**Desk Chair Replacement**

- Many of the desk chairs at ACP are original to the building. We are happy to announce that new chairs will be purchased. This process will take several months. ACP will be donating some of the old chairs to College Park Academy and will explore other options for donating chairs. Remaining chairs will be offered to employees. Additional information will be provided in a future update.

**Riverdale Park Bridge**

- The Riverdale Park bridge is scheduled to open on Sunday, June 17. The bridge runs from Van Buren Street to Lafayette Avenue and will connect with Rivertech Court. The bridge is designed to accommodate pedestrians and bicyclists, as well as cars. ACP employees will be able to use the bridge to walk to the Whole Foods at Riverdale Park Station. Additional information,
including a map of the area, can be found at [www.riverdaleparkstation.com](http://www.riverdaleparkstation.com) (you will need to copy the link in your browser).

**Food Trucks**

- Food trucks have arrived at the pop-up park located at the corner of River Road and University Research Court. There will be three trucks per day. They will be there each work day, from approximately 11:00am to 2:00pm. The park includes picnic tables, shade trees, hammocks, art pieces, and walking trails. The food truck calendar can be found in the Pop Up Park and Food Trucks section at [www.acp.org/faq](http://www.acp.org/faq).

**Micro Market**

- ACP continues to work with Aramark to have the market stocked with more healthy options. Aramark is using a new vendor for salads and sandwiches. Some new items were recently stocked. If you try any of these new items, please provide us with feedback ([awright@aip.org](mailto:awright@aip.org) or [ddillon@aip.org](mailto:ddillon@aip.org)). We also welcome suggestions on items you would like to see stocked in the market.

- In addition to the 20 percent savings on salads and sandwiches on Wednesdays, our market has been set up with a Loyalty Points program. You will earn two points for each item purchased. Two points equals two cents. The points can be used toward your next purchase or saved for future purchases. You will need to use your Vibe card (fob) to earn points. The points program will not work with a credit card payment. The kiosk and your receipt will show the number of points accrued.