



STEPHEN T. MATHER TRAINING CENTER

ORIENTATION TO THE CENTER

BATHROOMS: Located on the first and second floors of the center – in the southern end of the building.

MESSAGES: Incoming telephone messages may be left for participants with the Mather front desk at (304) 535-6215 from 8:00 a.m. until 5:00 p.m., Monday through Friday. Urgent messages will be brought to the classroom.

TELEPHONES: All cell phones must be turned off or placed on silent during class.

BEVERAGES: The first floor break room has coffee and tea service. A water cooler is also located in this room. Coffee and tea is available for a small fee. You may pay \$.50 per cup, or \$.75 for a larger cup. *(Payment should be placed in the money box located near the coffee center).*

KITCHEN: There is a kitchen located directly below the break room in the basement. There is a refrigerator, stove, oven, microwave and dishwasher available for your use and a dining area adjacent to the kitchen. It is a self-serve kitchen. Please be mindful of others and clean up what you use.

FIRE EXITS: Stairwells are located at the northern and southern ends of the building. First floor exits are located at the northern and southern ends and at three locations along the eastern side of the building. Ground floor exit is through the one door in the western side of the building. Do not use the elevator to evacuate in case of fire. Trained personnel are present to help evacuate those who are unable to use the stairs.

AED/FIRST AID: AED equipment is located on the 1st floor by the reception area and on the 2nd floor by the restrooms. There are first aid stations located by the AED machines.

HEATING/COOLING: Wirth Hall is an old building; although it has been renovated, it is still very difficult to regulate the temperature anywhere in the building; it is particularly difficult in the large open spaces of the classrooms. Please dress appropriately – you may want to be able to add or remove layers of clothing during the day.

CLEAN AS YOU GO: While we do have custodial service, we appreciate your support and efforts in keeping the training center clean. Please place your trash, etc. in the containers provided. Recycling containers are located in the classrooms, breakroom and throughout the building.

SMOKING: The smoking area is located outside the eastern side of the building near the break room – exit from the first floor and look for the ash receptacle.

MUSEUM/EXHIBITS: Located on the first floor of the Mather Training Center are exhibits and a museum commemorating the founding history and significance of Storer College; a Historically Black College.