Arlington Campus Operations Manual
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I. Introduction

George Mason University’s Arlington Campus is located in the Virginia Square neighborhood of Arlington County. The Arlington Campus hosts the Antonin Scalia Law School, the Jimmy and Rosalynn Carter School for Peace and Conflict Resolution, the Schar School of Policy and Government, programs in Arts Management and the School of Business, and continuing professional education through Mason’s Executive and Professional Education. Most of the programs offered are at the graduate and professional levels.

During the next five years, George Mason University’s Arlington Campus will undergo a $250 million transformation. With it will be the creation of the Rosslyn-Ballston Innovation Corridor, an innovation district that will be the first of its kind in Virginia.

George Mason University, Virginia’s largest and most diverse public research university, continues to take major steps in its plan to transform its Arlington Campus. Three development teams are being considered to partner with the university to design, construct, and operate its Institute for Digital InnovAtion (IDIA).

The building will include approximately 500,000 square feet of new space adjacent to the university’s existing presence in Virginia Square.

In the next five years, Mason’s Arlington Campus will undergo a $250 million transformation that will serve as a critical catalyst in the further activation of the Rosslyn-Ballston corridor, a dynamic and growing innovation district with a thriving high-tech ecosystem.

The Mason IDIA will not only support the university’s tech-based research and related educational programs but will provide collaboration and convening spaces to support public programming for the Arlington community.

II. Address and Directions to the Arlington Campus

3301 Fairfax Drive, Hazel Hall
3351 Fairfax Drive, Van Metre Hall
3401 Fairfax Drive, future address of IDIA
3434 Washington Boulevard, Vernon Smith Hall
Arlington, VA 22201
GPS Address (for mobile devices and Google maps): 3351 North Fairfax Drive, Arlington, VA 22201

The Arlington Campus is within walking distance of the Virginia Square-GMU Metro station on the Orange Line.

Paid visitor parking is available in the Van Metre Hall Garage, accessible via Founders Way North.

Directions to the Arlington Campus

III. Arlington Campus Hours of Operation and Holiday Schedule

- **Arlington Campus Administrative Suite 220**
  - Monday – Friday  8:30 am to 5 PM

- **Hazel and Van Metre Halls**
  - Building hours Sunday – Saturday  7 am to 11 PM

- **Vernon Smith Hall**
  - Monday – Friday  8 am - 10 PM
  - Saturday and Sunday  8 am – 7:30 PM

**Holidays Observed**

The 2021 holiday schedule is below. University offices are closed for the holidays included below. The holiday list is updated annually on the HR website: [https://hr.gmu.edu/benefits/leave/holiday-schedule/](https://hr.gmu.edu/benefits/leave/holiday-schedule/)

- New Year’s Day
  - January 1-3, 2021 (part of 2020 Winter Break)
IV. Arlington Campus Administration/Operations and Events Management

Arlington Campus Administrative Office and Arlington Events Management
Van Metre Hall
Suite 220
703-993-2095
Contact: arlops@gmu.edu
Website: arlington.gmu.edu

Arlington Campus Administrative Staff and Emergency Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Una Murphy</td>
<td>Director of Administration &amp; Administration</td>
<td><a href="mailto:umurphy@gmu.edu">umurphy@gmu.edu</a></td>
<td>703.993.8621</td>
<td>703.862.0727</td>
</tr>
</tbody>
</table>
V. University Leadership

The current Mason President is Dr. Gregory Washington. Dr. Washington became the eighth president of George Mason University on July 1, 2020. He is the former dean of the Henry Samueli School of Engineering at the University of California, Irvine (UCI), and former interim dean of the College of Engineering at Ohio State University.

The current Provost and Executive Vice President of the university is Dr. Mark Ginsberg. Dr. Ginsberg joined George Mason University in 2010 as the dean of the College of Education and Human Development. His career spans more than a 35-year period as a professor, psychologist and skilled administrator.

The current members of the President’s Council, Executive Council and Board of Visitors can be found here: https://www2.gmu.edu/about-mason/university-leadership.
VI. Operations

Daily Operations

- Have Operations/Photo ID Assistant check the classrooms daily for markers, erasers, conditions of white boards, damage in classroom, what cleaning, if any, needs to be performed on chairs and/or carpet. Put in any necessary work orders to address the issues.
- Process photo ID’s when faculty, staff, students or affiliates come to get a new or replacement ID. Ensuring that they have the proper documentation to receive the ID.
- Answer any voicemails or emails that come into the arlops@gmu.edu or arladm@gmu.edu account.
- Address any other campus issues that come up throughout the day.
- Cover Photo ID’s and the front desk if the Operations/Photo ID Assistant is checking classrooms. If the front desk and office is unoccupied, then put up signage
- Touch base with Day and Evening Housekeeping supervisors.

Weekly Operations

- Print off Weekly Reservation Report, from 25Live, for Operations/Photo ID Assistant
- At the beginning of the week touch base with service units (Facilities, Parking Services to see if there are any ongoing issues or upcoming projects)
- Have the Operations/Photo ID Assistant check the two conference rooms (221 and 716). Socially distance and check the furniture and carpet for any damage and notify the Operations Manager, if needed, to submit the necessary work order.
- Ensure that either the Operations/Photo ID Assistant or Operations Manager water the plants on the first floor of Van Metre Hall.

Monthly Operations

- Process any VISA charges by the 20th of each month. Submit any receipts, for charges, to the reconciliation receipt folder.
- Check with all staff to determine if any supplies are needed.
- Check storage cabinets and paper cabinet to determine if the basic office supplies need to be reordered.
- Send out confirmation email for the next month’s ACMT meeting.
- Touch base with all service units to include the following: Bookstore, Dining, Parking Services, Housekeeping Supervisors, etc.
- Check signage for damage or updates.
- Check monthly phone bill for charges.
Quarterly Operations

- Complete any projects on the yearly project list.
- Touch Base with Housekeeping Director and Assistant Director.
- Check the condition of furniture in the main lobby and study areas on the 2nd – 4th floors.
- Attend quarterly tenant meetings for Vernon Smith Hall.

Semester Operations

- Check our listservs for any staff that are no longer with the University and delete them.
- Update the Emergency contact list.
- Working with the Operations/Photo ID Assistant to determine what classroom furniture and carpets that need to be cleaned and work with the Housekeeping supervisors to determine a time when the cleaning can take place.
- Check the classrooms and common areas to determine what needs to be painted and see if the funds are available for the work.
- Solicit guests for the next semesters ACMT meetings.
- Discuss any equipment purchases with Director and Administrative Officer.
- Coordinate with academic units for their upcoming orientations.

Yearly Operations

- Prepare and make recommendations for end of year purchases.
- Prepare financial documentation for the end of the fiscal year.
- Coordinate yearly PM on moveable wall in the MPR.
- Pay yearly fees for ongoing contracts, When IWork, Cvent, etc.
- Coordinate Thanksgiving and winter break closings to include flyers, coordinating with CASO, University Information and Campus Police.

As Needed Operations

- Coordinate with University Information to send out notifications on the Arlington Campus listserv.
- Work on special projects as needed or directed.
- Attend construction meetings.
* Attend IDIA meetings.
* Process EAF and key requests as needed.
* Process Photo ID’s when needed.

VII.  **Supporting Resources for Operations**

The following resources support operations at the Arlington Campus:

**Arlington Campus Management Team Meeting**

A group of key representatives from academic units and university departments meets monthly to share information and updates for the Arlington Campus. Guest speakers are periodically invited to discuss a topic relevant to the university and the Arlington Campus. For more information or to be added to the listserv, contact arlops@gmu.edu.

**Communication/Listserve**

To sign up for the Arlington faculty/staff email listserv, contact arlcamp@gmu.edu. The University no longer prints directories. All faculty, staff, affiliates and student listings are located online at: [https://peoplefinder.gmu.edu](https://peoplefinder.gmu.edu).

**Safety/Security**

- [Electronic Building Access](#)
- [Inclement Weather Guide/Emergency Closures](#)
- [Key Control: Complete the Key Request Form](#) for offices in Van Metre Hall and Hazel Hall. Contact 703-993-8207 with questions. Arrangements for key pick-up should be made in advance. Key Control is located in Van Metre Hall, Room 216.
- [Mason Alert](#): Mason Alert is George Mason University’s emergency notification system that is used to send emergency notifications and timely warnings to the university community via text, email, telephone call, and digital signage. Community members are also welcome to sign up (Mason students and employees are automatically enrolled).
University Policy

Visit the University Policy website for a complete list of Mason policies.

The purpose of this University Policy website is to ensure that the University community has ready access to well-articulated and understandable University policies. Policies that are easy to find, read and understand will help the university accomplish its mission, maintain accountability, provide employees and students with clear and concise guidelines, and clarify how the university conducts business.

To maintain an organized system of change control and to ensure consistency throughout the university, individual departmental web sites may not contain separate copies or versions of University policies or applicable procedures. Therefore, please visit the link above to review University Policies.

Facilities/Building Maintenance

Van Metre Hall and Hazel Hall
George Mason Facilities Management
Van Metre Hall, Level B1
Facilities Customer Service Center: 703-993-2525

For most maintenance or housekeeping needs, please submit a work order. DO NOT use the work order system during emergencies. Contact the CSC immediately by calling (703) 993-2525. Emergencies include, but are not limited to:

- running water (overflowing onto the floor, not a stopped-up sink),
- electrical problems (sparks, loss of all room lighting/power),
- safety issues affecting life or property (broken glass in the hall, body spills, inability to secure door/locks).

Submit non-emergency requests such as room temperature, broken items for repair, housekeeping issues, or new equipment installation through Mason’s online work order system.
Facilities Work Order System
DO NOT USE for Emergency Situations: running water, electrical sparks, loss of all power/lighting, or safety issues. Contact the Customer Service Center at 703-993-2525.

Step 1 Please be yourself, click here if you are not Jennifer Gant
First Name
Jennifer

Last Name
Gant

Phone
993-9153

Email
jgant@gmu.edu

Pager

Mobile Phone

Step 2 Location
Your current location is Zone 1 - Arlington
Building
-- Select Building --

Area
-- Select Area --

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type

Maintenance Help Desk: Click on the problem type below that best describes your issue.

-- Select Craft --

Step 4 Please describe your problem or request.

Step 5 Purpose

-- Select Purpose --

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)

Step 7 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 Submit

NOTE: You will receive the following notifications:
You will be notified if the request is completed.
You will be notified if the request is declined.
You will be notified if the request is marked as voided.
You will be notified when this request has been duplicated.
Recycling and Waste Management

Recycling takes place in all buildings on the Arlington Campus. There are two brown multi stations located on the first and third floors of Van Metre Hall. On the other floors of Hazel and Van Metre Halls are the blue plastic bins. They are either white paper, mixed paper and cans and bottles.

In Vernon Smith Hall, the property manager Lincoln Property, is responsible for the removal of trash and recyclables.

What are Mason’s commitments to reducing our waste?

According to Mason’s 2010 Climate Action Plan, our first waste reduction goal was to increase our campus recycling rate to 25%. In 2015, Mason joined 317 other colleges and universities in signing the American Campuses Act on Climate (ACAC) Pledge. As a signatory of the ACAC, Mason committed to accelerating its transition to clean energy and aimed to further reduce its environmental impact by increasing its recycling rate to 50% by 2018.

Although Mason’s zero waste initiatives have strategically grown, like our dining hall composting program and our annual Patriot Pack Out, in fiscal year 2018 (July 1, 2017 through June 30, 2018) Mason did not achieve its 50% recycling rate goal and posted a recycling rate of only 16.4%. Given Mason’s tremendous annual growth (both in enrollment and campus size per square foot), the management of recycling and waste is a constant challenge. Although we did not achieve our goal, we recognize that there is a lot of work left to do as a campus community and we remain committed to advancing Mason towards a more sustainable future. As the urgency of our climate crisis becomes more evident with each passing day, we are aggressively pursuing end-of-stream diversion efforts, active/passive behavior change campaigns, the elimination of single-use plastics, and overall waste reduction efforts by encouraging folks to purchase less and to only purchase Climate Neutral Certified and sustainable goods. Our strategic efforts will continue to advance Mason towards its sustainability goals for a more sustainable future for people and the planet.

What does Mason recycle and where can I recycle these items?

Most areas on the Fairfax campus have recycling containers/recycling centers that accept multiple recycling streams including white paper, mixed paper, and comingled recycling (glass, aluminum, and plastic). For a complete explanation of our recycling streams, please consult the Acceptable Materials page under the Office of Sustainability’s Zero Waste web page.
Although Fairfax County now requires residential members to separate glass from recycling bins, this requirement does not currently extend to large commercial entities like Mason. For this reason, Mason maintains comingled recycling bins that accept glass along with aluminum and plastic. At this time, Fairfax County collects all glass as part of our campus’ comingled recycling stream (once contamination is hand-sorted by Facilities staff) and reuses it within concrete mix/asphalt applications. See our glass recycling update here!

Mason Facilities transformed a cardboard bailer (a device that flattens corrugated cardboard for recycling) area on the Facilities Lot into an Environmental Health & Safety (EHS) approved Universal Waste & Recycling Center (UWRC). This center accepts materials deemed “universal waste”, or hard-to-dispose-of items that are nonhazardous/contain low-levels of hazardous metals. Some accepted items include fluorescent tubes and CFL bulbs, automobile antifreeze, aerosol cans, paint and solvents, pesticides, automobile batteries, printer cartridges, and asphalt among others (electronic waste or university property should be brought elsewhere, see below). The materials delivered to the UWRC are collected by the hauler CleanEarth. The UWRC is open from 7:00 am to 3:30 pm, Monday through Friday, dumping is not permitted during or outside operational hours.

In addition to these recycling streams, Mason also diverts the following materials from our landfills:

- **Small, electronic waste (also known as “e-waste”), including items like small batteries, ink cartridges, cell phones, and chargers.** Items like these can be recycled in either the electronic recycling collection box at the Johnson Center (located near the Information Center) or the electronic recycling collection box located in the Facilities Warehouse. If e-waste items are university property, Fiscal Services should be contacted for disposal at University Surplus Property at the Facilities Warehouse. Here’s a quick link to Fiscal Services’ “Dispose of Equipment” page.

- **Large, e-waste, including items like personal appliances, toasters, lamps, computers, and printers (in residence halls).** Large, e-waste/appliances should be set aside inside individual waste rooms for Housing and Residence Life to collect the item(s); the item(s) will be recycled or declared through a Facilities service request on a case-by-case basis. Please do not place appliances inside or around dumpsters and compactors on campus. For questions, please contact your Resident Assistant (RA).

- **University furniture/equipment, e-waste, durable office supplies, and other property** can be disposed of at University Surplus Property at the Facilities Warehouse. Musical instruments can be donated through the Instruments in the Attic program.

- **Paints, solvents, and aerosol cans** can be brought to the Universal Waste & Recycling Center (UWRC) between the hours of 7:00 am to 3:30 pm, Monday through Friday (no dumping). Please contact Facilities Customer Service (703-993-2525) for more information.

- **Hazardous waste, including biohazardous waste, paints, metals, and any other chemicals**, should be declared and disposed of through Mason’s Environmental Health & Safety (EHS) department. For student questions regarding medical waste, please contact Student Health Services (SHS). For needle disposal, SHS works with EHS to accept student containers, replaces them, and disposes of waste.
• **Automobile parts and related items like tires, Compact Fluorescent Lightbulbs (CFL), fluorescent bulbs, and antifreeze** can be delivered to the Universal Waste & Recycling Center (UWRC) between the hours of 7:00 am to 3:30 pm, Monday through Friday (no dumping, see description above). Please contact Facilities Customer Service (703-993-2525) for more information.

• **Bicycles** can be donated through the annual student move-out event, Patriot Pack Out, or by contacting Parking and Transportation Services via email: transpo@gmu.edu or phone (703) 993-2828. Depending upon the condition, all abandoned bicycles (a bicycle is considered “abandoned” when it remains unclaimed for 120 days) are sold at auction or broken down and partially recycled with the proceeds used to fund Mason’s various bicycle programs.

• **Individual food scraps or coffee grounds** can be composted at the Innovation Food Forest compost piles or Potomac Heights Vegetable Garden. You can also rip up paper and cardboard to put on the piles as a source of carbon. Please read the guidelines for composting on campus before visiting the sites. Remember, DAIRY, MEAT, and POLYLACTIC ACID items (also known as “PLA”) CANNOT be composted at the Fairfax campus sites.

• **Blaze Pizza Boxes** (completely emptied of all food scraps/napkins) can be disposed of at the Johnson Center’s pizza box collection areas within the main dining area on the first floor.

For more information on proper disposal methods for recyclable materials and waste, please see the Acceptable Materials page under Zero Waste on our website.

For additional information on sustainability please go to, green.gmu.edu/resources/faqs/ .

**VIII. Vernon Smith Hall Resources (3434 Washington Boulevard)**

Vernon Smith Hall is managed by Lincoln Properties, and as a result, facilities management and building maintenance are processed differently. Use the following links below. Contact Arlington Operations at arlops@gmu.edu with any questions related to policies/procedures in Vernon Smith Hall.

Please see appendix for Vernon Smith Hall Tenant Emergency Manual

**IX. Events Management – Arlington Campus**
As a reminder, department or internal office meetings should be held virtually and must follow all Safe Return to Campus Plan precautions. Virtual events are still strongly encouraged. Guidelines for virtual events can be found at events.gmu.edu/virtualevents. The university is allowing some in-person events to be held with the following restrictions:

Events will be held in accordance with current phase guidelines for Commonwealth of Virginia businesses and Mason’s Event Exception Committee guidelines:

- No more than 50% occupancy of event space or 150 people, whichever is less. This cap includes organizers, panelists, etc.
- Spaces must be configured to provide six feet of physical distance between participants
- Events must be seated to ensure appropriate physical distancing
- All attendees, including organizers, panelists, etc., must wear face coverings
- Exits will be configured to reduce the occurrence of bottlenecks at the conclusion of the event
- Events will not be open to the general public; there must be an evite or registration system in place.

For more information on these guidelines and to view event requirements, please read the Fall 2020 Events Guidelines and Process. To reschedule or edit a current reservation at the Arlington Campus, email arlevent@gmu.edu. For updates regarding the university and the COVID-19 pandemic, visit gmu.edu/coronavirus.

Discover Arlington's Event Spaces

Virtual events, live streaming and virtual event production are now available on the Arlington campus.

- Click here for live streaming information
- Click here for virtual event production information
- Virtual Events: Click here for guidelines
George Mason University’s Arlington Campus offers a unique and convenient setting for a wide variety of events. From onsite computer labs and classrooms to an expansive and adaptable ballroom, Van Metre Hall and the Events Management team have the staff, expertise, and resources to meet and exceed your event’s requirements.

Van Metre Hall welcomes academic departments, government agencies, businesses, and community and non-profit organizations to host events at this spacious, modern facility. Our accommodations include:

- Over 100,000 square feet of available space
- 5,000 square-foot multipurpose room
- 300-seat auditorium
- Breakout rooms and classrooms for smaller groups

All rooms are equipped with the latest technology necessary to successfully facilitate your event. In addition, our professional staff maintain the highest standards of customer service to ensure your attendees enjoy a high-quality experience throughout the event.

Make a Scheduling Request

Internal (Mason) Clients (including jointly organized)

General Information for Internal Clients
Schedule an Event
Internal Rates • Jointly Organized Rates
Discount Request Form for Jointly Organized Events

External Clients

General Information for External Clients
Schedule an Event
External Rates, • Non-Profit Rates
Does your organization serve the Arlington community? Click here

Other Links
X. Community and Local Government Relations

To learn more about Mason’s engagement with the surrounding community, visit the Community and Local Government Relations website.

To sign up to receive email updates about exciting events and updates from the Arlington Campus, email Toni Andrews at tandrew7@gmu.edu.

XI. Environmental Health and Safety

The Environmental Health and Safety Office (EHS) is committed to providing resources and programs relevant for George Mason University faculty, staff, and students. Toward this effort we collaborate with the university community in order to sustain a healthful and safe working and learning environment. We welcome you to contact our office with questions or suggestions on how to improve health, safety, environmental stewardship, and emergency preparedness.

XII. Emergency Management

Resources & Tools - https://ehs.gmu.edu/resources-tools/

Emergency Information

Notification

You will be notified of an emergency on campus via Mason Alert. When notified of an emergency, it is important to remain calm and follow any instructions you receive from emergency responders or university officials. During emergencies, cell phone towers are frequently overwhelmed.
by large call volume which may prevent others from calling for help. If possible, use text messaging to communicate with friends and family during emergencies to leave phone lines open for those who need them most.

**Arlington Campus Emergency Contact List – see appendix**

**Emergency Preparedness Workshop**

EHS provides training and consultation on how to prepare your work area for emergencies that may occur on campus. Offices may request training by contacting safety@gmu.edu. During this workshop, EHS will assist your unit in creating a customized Emergency Procedures poster that identifies assembly areas, shelter areas, code words, and safety equipment that may be necessary in an emergency. Units will also receive convenient Emergency Preparedness Flip Books for all participants, assistance registering cell phones with Mason Alert, and information about the university’s public safety mobile app, **RAVE Guardian**. Click here to request training for your unit.

**Emergency Signage**

In addition to lighted EXIT signs in every building at Mason, additional signage is posted that we recommend you become familiar with to be prepared for emergencies. These signs are located in various places throughout the Arlington Campus, to include: classrooms, hallways and stairwells within each building.

**Emergency Procedures Posters**: Large green and gold Emergency Procedures Posters (PDF) provide quick and easy to follow instructions on how to respond to emergency situations. Posters are available in two sizes; 8.5 x 13 or 15.5 x 24 inches. If you would like to obtain generic or a Customized Emergency Procedures Poster for your work area, please send a request to safety@gmu.edu.
Evacuation Plans: These plans indicate primary and alternate exit routes, the location of fire extinguishers, location of AED, and provide the physical address of each building on campus.
Severe Weather Shelter Areas: These placards indicate publicly accessible shelter locations where you may seek shelter during severe weather emergencies. Severe Weather Shelter Area signs are posted outside certain stairwells, interior hallways, and rooms. For more information, please refer to the Tornado and Severe Weather Guide (PDF).
This area is identified as an appropriate temporary severe weather shelter area. In the event of severe weather (i.e. tornado, strong damaging winds, hurricane, or other weather system that has the potential to cause damage) seek shelter in this space for the duration of severe weather.

If severe weather prevents you from exiting your area or entraps you within a building, do the following:

- Remain calm.
- Notify emergency personnel of your location and condition by dialing 9-1-1.
- Ask for assistance or provide assistance if safety permits to people who are injured or trapped by debris.
- Provide First Aid and CPR if trained and feel comfortable doing so.
- Attempt to locate an alternate safe exit. Do NOT attempt to navigate around hazards.
- Identify or be aware of live electrical lines, fallen/falling debris, chemicals, and unstable structures.
- Exit the area if it is safe to do so, otherwise remain calm and in place until emergency personnel arrive.
**Emergency Equipment**

**Fire Extinguishers:** All buildings at Mason are equipped with fire extinguishers and fire alarm activation “pull” stations.

**Automatic External Defibrillator (AED):** All large public venues and performance areas (such as the Eagle Bank Arena, Hylton Performing Arts Center, and the Johnson Center) have Automated External Defibrillators (AED). For a list of buildings addresses, please [click here](#). For a list of buildings with AED and their locations, please [click here](#).

**List of Arlington Campus buildings with, addresses, assembly areas and alternate assembly areas below.**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Assembly Area</th>
<th>Alternate Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Van Metre Hall</td>
<td>3351 Fairfax Dr.</td>
<td>St. Charles Church and School</td>
<td>FDIC Plaza at Washington Boulevard</td>
</tr>
<tr>
<td></td>
<td><a href="#">View on a Map</a></td>
<td>Parkiing Lot</td>
<td></td>
</tr>
<tr>
<td>Hazel Hall</td>
<td>3301 Fairfax Dr.</td>
<td>St. Charles Church and School</td>
<td>FDIC Plaza at Washington Boulevard</td>
</tr>
<tr>
<td></td>
<td><a href="#">View on a Map</a></td>
<td>Parking Lot</td>
<td></td>
</tr>
<tr>
<td>Vernon Smith Hall</td>
<td>3434 Washington Boulevard</td>
<td>Founders Hall Plaza</td>
<td>FDIC Plaza</td>
</tr>
<tr>
<td></td>
<td><a href="#">View on a Map</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Below is a list of AED’s on the Arlington Campus to include building, floor and location.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington</td>
<td>Van Metre Hall</td>
<td>B2</td>
<td>Elevator Lobby</td>
</tr>
<tr>
<td>Arlington</td>
<td>Van Metre Hall</td>
<td>1</td>
<td>Main Stairs</td>
</tr>
<tr>
<td>Arlington</td>
<td>Van Metre Hall</td>
<td>2</td>
<td>Main Stairs</td>
</tr>
<tr>
<td>Arlington</td>
<td>Van Metre Hall</td>
<td>5</td>
<td>Elevator Lobby</td>
</tr>
<tr>
<td>Arlington</td>
<td>Van Metre Hall</td>
<td>6</td>
<td>Elevator Lobby</td>
</tr>
<tr>
<td>Location</td>
<td>Building</td>
<td>Floor</td>
<td>Room</td>
</tr>
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<td>---------------</td>
<td>----------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Arlington</td>
<td>Hazel Hall</td>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>Arlington</td>
<td>Vernon Smith Hall</td>
<td>5</td>
<td></td>
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<tr>
<td>Arlington</td>
<td>Vernon Smith Hall</td>
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<td></td>
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<tr>
<td>Arlington</td>
<td>Vernon Smith Hall</td>
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</tbody>
</table>

**Covid -19 Policies and Procedures/Safe Return to Campus**

These resources will help you plan your activities and understand changes brought to our university in response to the COVID-19 pandemic.

Mason's spring semester is a mix of in-person instruction and expanded online classes. Research also continues under this hybrid model. If public health conditions become an issue and we need to make changes in course delivery for spring, we'll inform the Mason community as quickly as possible.

Read University Policy 1415: COVID-19 Public Health and Safety Precautions – Face Coverings

Read the Safe Return to Campus Plan Page on Face Coverings

https://www2.gmu.edu/safe-return-campus/repopulation-campus

https://www2.gmu.edu/safe-return-campus/personal-and-public-health

https://www2.gmu.edu/safe-return-campus/spring-learning-options

https://www2.gmu.edu/safe-return-campus/campus-buildings-and-facilities

https://www2.gmu.edu/safe-return-campus/communications-and-training

https://www2.gmu.edu/safe-return-campus/meetings-and-events
XIII. Academic Units and Programs of Study

The Arlington Campus has a strong focus on professional and graduate education and is home to programs in law, policy, government, international affairs, business, nonprofit management, and arts management. Continuing and Professional Education offers innovative solutions for individual or organizational education needs.

The Arlington Campus offers coursework in the following George Mason University degree programs:

- **Antonin Scalia Law School**
- **College of Humanities and Social Sciences**
- **College of Visual and Performing Arts**
- **Graduate School of Education**
- **Jimmy and Rosalynn Carter School for Peace and Conflict Resolution**
- **School of Business**

XIV. Continuing and Professional Education

Mason’s [Continuing and Professional Education](https://www2.gmu.edu/mason-covid-health-check) (CPE) program brings the best of the university to professionals seeking to advance in their careers.

Each year, more than 3,000 students gain new skills through transformative learning at CPE, which has 35 years of experience providing technical knowledge and industry-based micro-credentials and professional certificates.
CPE is the provider of choice for agencies and companies with the vision to ensure their employees have the skills and knowledge to remain at the forefront of the workforce of today and the future. Visit the website for more information.

XV. Campus Resources

Arlington Information Desk
Van Metre Hall, First Floor Lobby
703-993-8999
arlcamp@gmu.edu

The Arlington Information Desk is managed by University Information and provides information on all aspects of the university, with specific emphasis on the Arlington Campus.

Whether you have a question about the academic programs offered at Arlington, are looking for information about an upcoming event on campus, or need directions to campus, the staff at the Arlington Information Desk can assist you.

Information Desk Hours of Operation
Monday-Thursday: 8:30 a.m. to 7:30 P.M.
Friday: 8:30 a.m. to 3 P.M.
Saturday/Sunday: closed

Bookstore
Van Metre Hall, First Floor
703-993-8170
Website
The George Mason University Official Bookstore at the Arlington Campus provides a convenient location to buy textbooks for courses at the Arlington Campus, Mason apparel, gifts, snacks, supplies, and electronics.

Campus News

Mason News: Read the latest news from the university.

Fourth Estate is George Mason University’s official student-run news outlet. The publication was formed in fall 2013 in collaboration with the student newspaper, Broadside, and a student-run news website, Connect2Mason. Our mission is to inform Mason students, faculty, alumni and interested observers about what’s happening on campus and in the community. We release a weekly print publication each Monday during the fall and spring semesters and maintain a strong online presence.

The Docket is the student-run newspaper at the Scalia Law School. The Docket publishes articles, features, and opinions on the law school, law-related topics, and other interests. As a forum for the entire law school community, all students are encouraged to participate by joining the staff or through individual submissions.

Card Office/Photo ID
Arlington Campus – Mason ID/Card Office
Van Metre Hall, Suite 220 (located in Campus Administration suite)
703-993-2095

Hours of Operation:
Monday–Friday: varies depending on the semester

Curbside Pickup for Mason IDs is now available for the Arlington Campus! [Click here to find out more.]

In order to print a Mason ID:

- Students must be registered for the current semester.
- Electronic approval hiring process (in Banner) must be complete for faculty/staff, contract employees, and affiliates.
- Some form of picture ID (i.e. current driver’s license, military ID, Visa, Passport) must be presented before obtaining the first Mason ID.
• Please bring your G number.

Get started with printing your ID at the Arlington Campus:
• Visit the [Mason Card Office website](#) to learn about your Mason ID.
• [Schedule an appointment here](#) (choose Arlington as your location).
• [Read the requirements](#) for a photo upload and [upload your photo here](#), or have your picture taken in our office.
• Attend your appointment and receive your ID! Be sure to bring a current government-issued ID and your G number.

**Curbside Pickup**

During the spring semester, curbside pickup will take place in front of Van Metre Hall.
Curbside pickup is available Thursdays from 3:45pm to 5:00pm.
Need your Mason ID?
Picking up an order from the Bookstore?
Picking up a face covering or information from University Life Arlington?
Picking up your library books?

**Dining**

Au Bon Pain
Van Metre Hall, First Floor Lobby

Hours are listed on the [Mason Dining website](#) under Arlington. Au Bon Pain is currently closed with opening TBD.
There are also a variety of dining options available in the neighborhood surrounding the Arlington Campus. Check out some of the dining options [here](#).

**Information Technology Services (ITS)**
Classroom and Lab Technologies (CaLT) provides support for general purpose and technology-enhanced classroom facilities, computer classrooms, as well as audiovisual checkout equipment. Visit the [Classroom Support website](#) for additional information.

Computer Lab is located in Van Metre Hall, Room 211. The lab is open to faculty, staff, and students. Phone: 703-993-8226

ITS Desktop Support: Contact the ITS Support Center at 703-993-8870 or support@gmu.edu to place a work order or seek assistance with desktop software/equipment.

Videoconferencing is ideal for classes, presentations, events, meetings, and lectures which need to connect at a distance. Visit the [Collaborative Video Technology (CVT) website](#) for information about scheduling videoconferencing rooms at the Arlington Campus.

### Key Control/Electronic Card Access

#### Key Control

Arlington Campus - Van Metre Hall  
Room 216  
703-993-8207  
[Website](#)

The Key Control office has the responsibility of issuing keys to university offices. Individuals who have been authorized to have specific office keys can report to the Key Control office with a Mason ID card to obtain the keys.

A properly signed and authorized key request should be sent from your department prior to key pick up.

#### Electronic Card Access

Visit the [Card Access Security Office (CASO) website](#) for instructions on how to obtain electronic card access on your Mason ID. Once the form has been completed then select Arlington Campus Administration – Jennifer Gantt or Una Murphy for elevator and/or exterior access.

### Lactation Space
Van Metre Hall, Room 323A
If locked, call 703-993-8070 for access.

The lactation space offers a private space for nursing mothers.

For lactation space questions or assistance, contact Human Resources and Payroll at 703-993-2600.

Libraries

Arlington Campus Library
Van Metre Hall, Second Floor
703-993-8188
Email: acl@gmu.edu

Law Library
Hazel Hall, First Floor
703-993-8120

Burton Library (Jimmy and Rosalynn Carter School for Peace and Conflict Resolution)
703-993-1301
Email: scarlib@gmu.edu

Parking and Transportation

Arlington Parking Services
Van Metre Hall, Room 219
703-993-8146
arlpark@gmu.edu

Visit the website for information on parking policies and permits.

Visitor Parking is available in the Van Metre Hall Garage at the current hourly rate.
Transportation

The Arlington Campus is conveniently located near many public transportation options. Visit the Transportation Services website for a current list of choices, including Metrorail, Metrobus, ART (Arlington Rapid Transit) Bus, bike routes (check our Bike Arlington), and more.

The campus features an electric vehicle charging station, located in the Van Metre Hall Garage, as well as a bike fix-it station (located on the Founders Plaza).

Police and Public Safety

**Mason Police**

Van Metre Hall, Room 110  
703-993-8070 (Arlington Campus Police)  
703-993-2810 (Mason Police dispatch)

The George Mason University Department of Police and Public Safety offers various programs and services to the university community, as well as individuals affiliated with the community.

The police dispatch is available 24 hours a day, 7 days a week, for all public service inquiries.

For non-emergency assistance, call 703-993-8070 (Arlington Campus Police) or 703-993-2810 (Mason Police dispatch). Calls placed to 703-993-8070 will rollover to the Mason Fairfax dispatcher. For emergencies, please call 911.

Print and Mail Hub

Arlington Campus, Van Metre Hall, Room B114  
arlprtsv@gmu.edu  
703-993-8141
The Arlington Campus Print and Mail Hub is located on level B1 of Van Metre Hall.

Arlington Print Hub website

Mail Services provides pickup, processing, and distribution of incoming, outgoing and inter-campus mail, UPS and FedEx shipments, and bulk mailing support through the U.S. Postal Service. Postage is not sold in the mail room.

Due to Covid mail distribution is limited. Mail Services will pick up from units Monday, Wednesday and Friday. Any outgoing mail, to include inter-campus or USPS will be picked up on these days. Inter-campus mail comes from Fairfax on Tuesday and Thursday to be delivered on the following day.

Mail Services hours: Monday–Friday, 9 a.m. to 5 p.m.

XVI. Student Services

University Life Arlington
Van Metre Hall, Suite 222
703-993-8984

- Counseling and Psychological Services
- International Programs and Services
- Disability Services
- Graduate Fellowships
- Student Organization Resource Center
- Student Support and Advocacy Center
- The Writing Center

Student Health Services
Van Metre Hall, Suite B102
703-993-4863
Student Health Services provides high quality health care to George Mason University students. From diagnosis and treatment of illness and injury, to women’s and men’s health, to immunizations and prescriptions, Student Health Services is available to all Mason students. **The Student Health Center is currently closed.**

**XVII. George Mason Campuses and Site**

- **George Mason University – Fairfax Campus**  
  4400 University Drive  
  Fairfax, Virginia 22030  
  Website: [www.gmu.edu](http://www.gmu.edu)  
  Information Phone number: 703-993-1000

- **Science and Technology Campus (formerly Prince William Campus)**  
  10900 University Boulevard  
  Manassas, Virginia 20110  
  Website: [https://scitechcampus.gmu.edu](https://scitechcampus.gmu.edu)  
  SciTech Information: 703-993-8350  
  SciTech Executive Office: 703-993-8355

- **Mason in Loudoun**  
  21335 Signal Hill Plaza, Suite 130  
  Sterling, VA 20164  
  Phone: 703-993-4350  
  Fax: 703-430-6287  
  Website: [https://lou don.gmu.edu](https://lou don.gmu.edu)  
  Contact: loudoun@gmu.edu

- **Mason Korea**  
  George Mason University  
  Songdomunhwa-ro 119-4
Yeonsu-gu
Incheon 21985

Website: masonkorea.gmu.edu
Mason Korea Information: +82-32-626-5000
Email: gmukorea@gmu.edu

Campus Maps and Directions

Arlington Campus Map
Arlington Campus Map (8 1/2 x 11) – PDF (updated July 2020)

Fairfax Campus Maps
Fairfax Campus Map – Color (11 x 17) – PDF (updated March 2021)
Fairfax Campus Accessibility Map (11 x 17) – PDF (updated August 2019)
Fairfax Campus Parking Map (11 x 17) – PDF (updated July 2019)

Loudoun Site Map
Loudoun Map – Color (8 1/2 x 11) – PDF (updated March 2019)

Science and Technology Campus Map
Science and Technology Campus Map (8 1/2 x 11) – PDF (updated July 2020)

Directions – Campuses and Sites
- Arlington Campus
- Fairfax Campus
- Science and Technology Campus
- Other Mason Sites