

# Ozaukee Nonprofit Center Shared Resource List 2021

## Technology:

- Polycom Conference Phone (Collaborate & Connections Room)
- TV (Conference rooms)
- Laptop Comp (Workroom)
- WiFi
- Secured electronic building access system
- Security Cameras

### Available to sign out

- 2 Portable Projector (ONC)
- 2 Laptops (ONC Front Desk)
- Square (ONC)
- Labeler/Nametag Printer (Workroom)
- HD Camera (ONC Front Desk)
- Wireless Speaker Phone (ONC Front Desk)
- Zoom Account

## Resources:

- Bulk Mailing Permit (ONC)
- ONC Security & Emergency Action plan (given by ONC, posted in workroom)
- Labor Law Poster (Workroom)

### Available to sign out

- Costco membership cards (ONC Front Desk)
- Library books to borrow (Partnership Room)
- Professional Development Books (Partnership Room)

## Workroom Equipment (not available to sign out:

- Postage meter
- Copier / printer / scanner / fax
- Laminator
- Binder machine
- Paper cutter
- Microphone
- Staplers: standard, large capacity, booklet (workroom)
- Toolbox (shared closet)

- Jumper cables (shared closet)
- Furniture mover (shared closet)

## Other:

- Whiteboards (Conference Rooms)
- Step Stools (behind workroom doors)
- Ice machine (Basement)
- Banner Frame (Basement)
- Shred Bin and Shredder (ONC front desk)
- Children's toys (ONC toy annex)
- Diapers and Feminine Hygiene products (ONC Diaper Bank)
- Microwave (Kitchen)
- Toaster Oven (Kitchen)
- Commercial Stove (Kitchen)
- Refrigerator (Kitchen)
- Dishware (Kitchen)

### Available to sign out

- Tables – (ONC)
- Easels (shared closet)
- Standing Sign Holders (shared closet)
- Vendor Display board (ONC)
- Sandwich board sign (shared closet)
- Office Furniture/Cabinets-ONC Agreement required
- File Cabinets (ONC Agreement Required)
- Cooler (ONC)
- Fans & space heaters (ONC)

## Shared Closet

- Vacuum
- Ladders
- Dolly
- Platform Cart
- 2 in 1 hand truck

## CONTRACTED SERVICES

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| <p>Cleaning Services<br/><b>(Agencies are responsible for cleaning up shared space after every use and are responsible to clean their office space.)</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Common Space Cleaning Services provided by the ONC once a week include vacuuming and periodical shampoo of carpets, sweeping and mopping tile floors and bathrooms, replenishing soap, toilet paper and hand towels, emptying trash, and other miscellaneous custodial duties. Maintenance is performed as needed.</li> <li><input type="checkbox"/> Any complaints or questions regarding these services should be directed to the ONC Executive Director.</li> </ul> |
| <p>Fire Alarm and Monitoring</p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Service is provided through contracted agreements for 24 hours monitoring and sprinkler system</li> </ul>  |
| <p>Waste/Recycling Management</p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Dumpsters are provided for building use only via contractual services.</li> </ul>  |
| <p>Landscaping &amp; Snow Removal</p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> These services are provided through annual contractual agreements.</li> <li><input type="checkbox"/> Snow shovels and salt are available at each exit.</li> <li><input type="checkbox"/> Agencies are asked to help keep the entrance ways clear of snow and ice between contracted removals. (e.g. prior to opening for business on a workday, throughout the workday on an as needed basis during a snow fall)</li> </ul>  |
| <p>Secure Entrances</p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> FOB access system and security cameras are provided through a contracted vendor.</li> <li><input type="checkbox"/> Security camera at main entrance, building exterior, and lobby area</li> </ul>  |