



## **Mt Airy Learning Tree Office**

**6601 Greene Street, Philadelphia, PA 19119 • 215-843-6333**

**\*\*ATTN INSTRUCTORS: DO NOT SHARE THIS DOCUMENT WITH YOUR STUDENTS\*\***

**Directions:** The Mt. Airy Learning Tree office is one block east of Lincoln Drive. When traveling north on Lincoln Drive, turn right at Hortter Street, or, traveling south, turn left at Greene Street.

- **Parking:** There is street parking and a parking lot is in the small strip mall across the street.
- **Public Transit:** The MALT Office is easily accessible via the SEPTA's H (71) and 53 buses, as well as the Upsal Regional Rail station (Chestnut Hill West Line)

**IN CASE OF EMERGENCY:** Please call our board member Lanina Cavicchio [\(215\) 266-5241](tel:2152665241)

### **Building Info:**

#### **You will need to get a key!**

- There is a \$10 charge for a lost key. Please arrange a time with MALT staff to pick up a key. We have a lockbox so that you can also pick up outside of office hours.
  - **Lockbox Information:**
    - Located on the side of the building to the left of the front door on Greene St. It is hanging from the side door.
    - Code: 2013 (Ensure that you are looking at the numbers straight on and they align with the lines on the side)
    - Please scramble the numbers and close the cover after use.

#### **Enter the building from the Hortter Street door (side door of the office).**

- *Teachers should always enter and exit the building through the side door/ Hortter St entrance, through the kitchen.*
- To unlock, turn the key to the **left**.
- After you enter the building, close the door and the alarm panel is on the left
- To shut the alarm off enter **3102 + Off (1)**, the alarm will disarm, and the light on the left will be green.
  - Note: Sometimes the "3" doesn't make a beeping sound when you begin, but press on!
  - **IF YOU ACCIDENTALLY TRIP THE ALARM** – If you do not disarm the alarm in a timely manner, the Alarm Company will call. The code to tell them is "MALT". They will ask you some questions about who you are and why you're in the building and if you're safe.

#### **Students will use the front door for class.**

- We recommend unlocking the front door (using the same key), opening the blinds, and posting a sign so that students know which door to use when they arrive for class. This door is heavy and tricky! To lock it, you have to hold it closed.



### **Lights:**

- If it is dark when you enter the building through the Hortter St. door, the light switch is on the column on the left. This turns on the overhead kitchen light.
- Enter our main room from the kitchen and the light switch for that room is in the glass case immediately to the left of the doorway.
- Right in front of you, as you stand in the doorway is another glass case. In the lower right side of that case is the light switch to the room with the conference table.

**Thermostat:** Is located on the right when you walk into the office. You can raise the temperature by pushing the “up” arrow on the right. Please set the thermostat to its original temperature before leaving the building.

**Wifi Network:** Learning Tree **password:** 66Malt01

### **Locking Up:**

- Please close all curtains and blinds, turn off all lights, lower the thermostat, and ***lock the front door.***
- When you are ready to leave, with the back door still closed, press **# + Away (2)** on the alarm pad, this will set the alarm. The alarm will beep, as it is beeping, walk out of the back door, lock the top lock.
- Place the key back into the lockbox, scramble numbers, and close the cover.

### **General Rules:**

- Arrive early to allow plenty of time to get settled before students arrive.
- We recommend taping a sign to the front door to let students know they’re in the right place.
- Be flexible.
- Turn off all lights, close any windows you opened, and leave the room as you found it (or better!). Please close doors firmly when you leave & check that they are locked.
- Have fun! Enjoy your course!