



UNIVERSITY
of HAWAII®
MĀNOA

October 01, 2008

MEMORANDUM

To: Faculty and Staff of the John A. Burns School of Medicine

From: Elwyn Watkins, Building and Security Systems Engineer

A handwritten signature in black ink, appearing to read 'Elwyn Watkins'.

Subject: **PARKING AT THE JOHN A. BURNS SCHOOL OF MEDICINE
KAKA'AKO LOCATION**

Parking rules and regulations at the John A. Burns School of Medicine Kaka'ako location falls under the jurisdiction of the University of Hawai'i Mānoa Parking Office and is administered in accordance to the Hawai'i Administrative Rules, Title 20, Chapter 12, subchapter 1. A copy of this chapter can be found on the University of Hawai'i web page, www.hawaii.edu/offices/bor/adminrules/index.html .

In an effort to comply with these rules I have outlined parking information regarding the types of permits available, the use of these permits and general parking information for our Kaka'ako location. The University of Hawai'i Mānoa Parking Office web page, www.hawaii.edu/parking contains information regarding parking at the Mānoa campus. I included a copy of the list of 11 Regulations from their web page. Please review the information and share it with your co-workers, supervisors and subordinates as you see prudent.

A contracted guard service issues parking citations for the University of Hawai'i Mānoa Parking Office on the Mānoa campus and at our Kaka'ako location. Our contracted security service here is also authorized to cite vehicles in support of the other guard service.

The issue of Guest Parking will be addressed in a separate memo. This is an area where noncompliance is ongoing, must be controlled and needs to comply with the Hawai'i Administrative Rules that pertain to parking at the University of Hawai'i.

Any questions regarding parking here at the John A. Burns School of Medicine Kaka'ako location may be addressed to me and emailed to jabsom-parking@hawaii.edu .

Thank you for your attention in this matter.

Parking in Lots A, B and C at the John A. Burns School of Medicine Kaka‘ako Location.

Questions about parking or access to the lots may be directed to
jabsom-parking@hawaii.edu

Definitions:

Permit = Vinyl hang tag purchased by Faculty, Staff and Students. Valid for either the entire academic year, a semester or multiple semesters dependent on the amount paid and what the individual qualified to purchase.

Special Pass = Paper stock hang tag. Information is handwritten. Valid dates are usually a short period of time.

Fiscal/Contractor Pass = Plastic or paper stock dashboard pass. Department name is handwritten. These passes are valid for the entire fiscal year. There are two types of these passes.

- University of Hawai‘i Mānoa fiscal passes are only valid for parking at the University of Hawai‘i Mānoa campus zones 01-25 according to the restrictions listed on the pass.
- University of Hawai‘i Kaka‘ako fiscal passes are only valid for parking at the JABSOM Kaka‘ako location Lot C. Lot A parking with this pass require prior arrangements.

Lot C Regular Hours = Mondays – Fridays, 6:00am – 5:00pm
Saturdays, 8:00am – 5:00pm
Lot is secured at 7:00pm
Lot C is closed on State Holidays.
Hours are subject to change.

1. Permits and Passes must be properly displayed in a vehicle parking in Lots A, B and C. Vehicles are subject to citation if the permit is improperly displayed or obstructed. Daily tickets in lot C must be displayed clearly on the dashboard of the vehicle. Displaying expired or invalid daily tickets in Lot C will subject the vehicle to citation.
2. Permits for Lots A and B – Allow parking in their respective lots, 24 hours a day, 7 days a week. Allow to parking in zone 20 parking structure of the University of Hawai‘i Mānoa campus.
3. Permits for Lot C – Student – Allow parking in Lot C, during regular lot hours. And in Lots A & B weekdays, 4:00pm – 6:00am, all day on weekends and holidays. Allow to parking in zone 20 parking structure of the University of Hawai‘i Mānoa campus.

4. Permits for Lot CX – Faculty/Staff – Allow parking in Lot C, during regular lot hours. And in Lots A & B weekdays, 4:00pm – 6:00am, all day on weekends and holidays. Allowed to park in zone 20 parking structure of the University of Hawai‘i Mānoa campus.
5. Evening Permits – Faculty/Staff and Students – Allow parking in Lots A & B weekdays, 4:00pm – 6:00am, all day on weekends and holidays. Allow parking at the University of Hawai‘i Mānoa campus, locations and time restrictions apply.
6. Lot C Daily Ticket – Drivers without a valid permit or pass may purchase a daily ticket and park in Lot C during regular lot hours.
 - The daily ticket is not valid for re-entry. Drivers that leave the lot and return on the same date must purchase a new daily ticket to park in Lot C.
7. Moped/Motorcycle Permits – Faculty, Staff and Student Moped/Motorcycle permits are required to park in the marked Moped/Motorcycle parking stalls in Lot A. Allow parking at the University of Hawai‘i Mānoa campus in designated lots. Locations of available moped and motorcycle parking lots at the University of Hawai‘i Mānoa campus is dependent on the type of permit purchased.
8. Guest Parking – Departments may request parking passes from the UH Mānoa Parking Office via the JABSOM Facilities Management Office to allow their guests to park in Lot A Guests Parking Stalls or in Lot C.
 - There are only 7 stalls for guest parking in Lot A.
 - All requests must be cleared through the Facilities Management Office. A matrix of available guest parking stalls will be maintained.
 - If no Lot A guest stalls are available on the date and time requested, passes will be requested for Lot C parking.
 - Weekdays, 6:00am – 4:00pm guest with a Lot A pass are required to park in the Lot A guest stalls.
 - Weekdays after 4:00pm and all day on weekends, guest may park in regular marked stalls in Lot A with a valid pass.
 - Guests with a valid University of Hawai‘i Mānoa Parking Permit are allow to park in Lot C with no additional charge during regular lot hours without prior arrangements.
 - Guest parking for large groups may be accommodated with prior arrangements. Parking for large groups will be in Lot C before 4:00pm on weekdays.

9. Forgotten JABSOM Access Card –

- Faculty and Staff that forget their JABSOM Access Card but have a valid permit to park in Lots A and B may call the security desk using the intercom at the entrance to these lots.
- Students that forget their JABSOM Access Card but have a valid Lot C Student permit or Evening permit and want to park in Lots A and B after hours may call the security desk using the intercom at the entrance to these lots.

10. Forgotten Permit – Citation Officers are instructed to pay no attention to notes left on cars without a valid permit or pass. Vehicles without a valid permit or pass are subject to citation.

- Faculty and Staff that forget their permits may go to the UH Mānoa Parking Office to request a temporary one day pass. The representative for the Kaka‘ako Parking Office hours is not authorized to issue these temporary one day passes. Faculty and Staff that forget their permits may also pay for a daily ticket and park in Lot C during regular Lot C hours. There is no refund for the purchase of a daily ticket.
- Students that forget their permits may pay for a daily ticket to park in Lot C during regular lot hours. There is no refund for the purchase of the daily ticket.

General Regulations

The purpose of these regulations is to properly administer parking and traffic operations. These regulations are intended for the safety and general welfare of the University community. To this end, all regulations will be strictly enforced by UHM Parking Operations. The regulations contained in this document are excerpts from the official UHM Regulations which are available at the Parking Office.

List of 11 Regulations:

1. UHM Parking Regulations shall be in effect twenty-four hours daily throughout the year.
2. All officially posted signs regarding traffic and parking control shall be observed.
3. All vehicles parking on University Property shall have either a valid UHM parking permit/pass or a cash entry fee ticket receipt.
4. Access to the campus shall be permitted only upon showing or displaying proper permits/passes except in visitor parking areas.
5. A permit/pass does not guarantee a space in a specific University parking area.
6. The University shall not be responsible or liable for fire, theft, damages to motor vehicles or any contents therein when parked or operated on campus.
7. Violators of the UHM Parking Regulations shall be subject to a fine and removal or immobilization of their motor vehicle at the owner's expense, and the possibility of further disciplinary action.
8. Giving false information and/or falsifying supporting documents when applying for a parking permit constitutes a violation of these regulations and shall invalidate the issuance of the permit.
9. Parking is prohibited in areas including but not limited to lawns, planted areas, grounds under repair, medial strips, sidewalks, driveways, crosswalks, red curbs, "No Parking" areas, obstructing a fire hydrant, fire lanes, obstructing vehicular and pedestrian traffic and official bus stops.
10. Parking shall be permitted only in areas clearly marked and specified by Parking Operations.
11. All persons operating a motor vehicle on UHM property are required to comply with the City & County of Honolulu Traffic Code and all UHM Parking Regulations.

Information taken from the University of Hawai'i Mānoa Parking Office web site, <http://www.hawaii.edu/parking/general.html> on 10/01/08.