

Malachowsky Hall Cheat Sheet [2023/11/18]

Where is my office?

Here's a quick reference. If you lose it, there is a map with a QR code outside of the elevator on every floor - scanning that will bring you to this as well:

<https://research.ufl.edu/malachowsky-hall/malachowsky-hall-directory.html>

What do I do if my Gator One Card/App won't work?

Follow this link, select Malachowsky Hall, and then select the rooms you need access to. Note that your request will take longer/probably be rejected if you ask for access to everything:

<https://www.eng.ufl.edu/facilities/hwcoe-facilities-operations-service-requests/>

Please note that the unlock/relock is pretty fast. Make sure you listen to hear if the door is unlocking and that you're just not getting to it quickly enough (as opposed to three beeps/rejected access). We're working on getting the unlock/relock time increased. Several people have found the phone app for access more convenient than reaching for your ID.

How do I get into my office?

Your Department representative has your keys for assignment. If we do not have a key or the correct key, they can work with Facilities Services to get you a key ordered.

CISE Key Rep: Zarifa Kabir

ECE Key Rep: Quashawn Durant

What if I have an issue with something in the building/something in my office is broken?

All building issues should be filed via this link:

<https://www.eng.ufl.edu/facilities/hwcoe-facilities-operations-service-requests/>

Why can't my students take these other desks instead?

There is likely going to be some movement here, but we aren't able to help with this yet. Specifically, the College is developing a process. As of now please work with the below contacts to make workstation change requests

ECE: Dr. David Arnold

CISE: Dr. Patrick Traynor

What conference rooms in Malachowsky Hall are available to book?

A [list of conference rooms in Malachowsky Hall](#) is available on the Engineering IT website. You can also find these conference rooms in the Exchange Address Book by searching for "@ Malachowsky". The address book, however, will list every room in Malachowsky with a resource calendar (including rooms you are unable to book, i.e., rooms belonging to other colleges, and rooms where the resource calendar isn't being used, i.e., "collaboration" spaces in student villages). Please note, TAs are only able to book MALA-3114 at this time.

List: <https://www.it.eng.ufl.edu/wp-content/uploads/2023/11/HWCOE-Malachowsky-Conference-Rooms-listing.pdf>

How do I book a conference room in Malachowsky Hall?

See the knowledgebase article [How do I book a room with my meeting?](#) on the Engineering IT

website (<https://www.it.eng.ufl.edu/kb/how-do-i-book-a-room-with-my-meeting/>).

Who do I contact if I have trouble booking a conference room?

The [list of conference rooms in Malachowsky Hall](#) has the HWCOE department that the rooms are assigned to. For CISE email the CISE Admin Office (admin-office@cise.ufl.edu), for ECE email Christy Watford (clwatford@ufl.edu) and all others submit an IT ticket by emailing support@eng.ufl.edu.

List: <https://www.it.eng.ufl.edu/wp-content/uploads/2023/11/HWCOE-Malachowsky-Conference-Rooms-listing.pdf>

How do I turn a TV/display on/off?

There are three types of displays in Malachowsky Hall. Digital Signage displays are on a daily power on/off schedule. Displays in collaboration spaces and offices are designed to remain on 27/7 but can be turned off/on if desired using the Crestron control tablet or wall mount. Displays in Conference rooms will typically hibernate and turn on when the keyboard or mouse is clicked.

How do I use the collaboration spaces' displays?

These spaces use a Crestron AirMedia for wireless display, the same technology installed in many classrooms and conference rooms around UF. See these [instructions for using Crestron AirMedia](#) provided by Academic Technologies.

Instructions: <https://www.it.eng.ufl.edu/wp-content/uploads/2023/11/HWCOE-Malachowsky-Conference-Room-airmedia-guide.pdf>

Who do I contact for problems with technology in collaboration spaces and shared conference rooms?

The technology in collaboration spaces and shared conferences is supported by Academic Technologies. Submit a ticket to Academic Technologies through their [Classrooms Request Form – Classroom Support \(ufl.edu\)](#). You can also submit a ticket through regular departmental channels, for CISE, email support@cise.ufl.edu and for ECE, email support@ece.ufl.edu.

Ticket: <https://classrooms.at.ufl.edu/request/>