

DIRECTIONS TO AND INFO ABOUT THE SCWDC OFFICE & EQUIPMENT IN THE OFFICE

This document does not attempt to give detailed directions from all parts of the Washington area, rather, pinpoints where the office is located in Arlington, landmarks around the office, and what equipment is in the office.

General information:

Address is 5309 Lee Highway, Arlington, VA.

Main office number is 703-532-7776 . Fax is 703-532-7349.

Email address: scwdc@verizon.net.

Parking is in a large lot behind a group of offices townhouses, or if that is full, you can park in the shopping center lot where there is Harris-Teeter and then walk to the office. Upon parking in the office townhouse parking lot, walk up a set of stairs to the SCWDC office, turn to the left to get to the office. A law office is at 5507 and “Summit Engineering” is at 5511.

The office has a sign, a faded brass plate, “Ski Club of Washington DC on the brick facing.

Taking stuff to the office, and picking up: The office is open Monday through Friday from 9:00 – 5:00. If you need to come in at a certain time, please call ahead to be sure that someone is there. The office has a large mail slot. Bulky envelopes including deposits and checks can be placed through the mail slot.

DIRECTIONS

General location: It is in north Arlington, along the north side of Rt 29 Lee Highway between George Mason Drive and Harrison Street.

- The George Mason Drive & Route 29 intersection has these businesses on various corners: Chevy Chase Bank, Bank of America, 7-11, and Caribbean Grill.

- The Harrison Street & Route 29 intersection has these businesses on various corners: Harris-Teeter grocery store, Virginia Commerce Bank, and Sleepy's Mattress store.

Parking: The office is in a group of office townhouses. You must either park in the parking lot behind the townhouses (or, if this is full) or park in the Harris-Teeter parking lot area and walk down to the office, about 50 yards.

Where to turn: The address sign in front of the office townhouses is very small, hard to see. The driveway into the parking lot is marked by a yellow fire hydrant on the edge of the sidewalk... it is yellow with a green-painted top.

- To turn "right" into the driveway, you will be in the right hand lane heading west on Rt 29 toward Fairfax.
- To turn left into the driveway across on-coming traffic, you must be in the left lane of Rt 29 heading east, and turn into the driveway with the yellow fire hydrant at the edge. (There is a residential driveway nearby, that's why we're pointing out the fire hydrant.) **The turn** can be frustrating and risky during rush hour traffic, there is an alternative, keep reading for those instructions.
- Note: there are residential townhomes west of the SCWDC-office townhouses. Also, there is a medical building adjacent (east) of the SCWDC-office townhouses which has two driveways.

If you are driving to the office after dark, it is better to take a route that allows you to make a right turn into the office driveway. There are two ways to do this by looping around the area:

Either

(1) Driving east along RT 29, make a left turn at Harrison St, travel down a long block to a right turn at first intersection, **26th ST**, MAKE A RIGHT, then travel about 100 yards to a right turn at **North Florida**

street, which then leads to George Mason Drive...make a right turn, go to the corner at Lee Highway, make a right turn, and travel down about 150 yards to the right turn into the office townhouse parking lot marked by the fire hydrant. The driveway slopes down and there are many parking spaces..

OR

(2) Driving east along Rt 29, make a right turn at Harrison St, going down to 22nd St North, make a left, travel one block to George Mason, make a careful left turn onto George Mason, and now make a left turn at the George Mason/Lee Highway intersection. Now travel 150 yards to the right turn into the office townhouses, marked by the fire hydrant.

HOW TO GET THERE FROM VARIOUS AREAS

Coming from Bethesda, Maryland, most people use I-495, the I-66/Dulles bypass, merge onto I-66 East and then get off at Exit 69, turning left from the access road onto Lee Highway heading east.

Coming from southern Fairfax County, most people use I-495, merge into I-66 East, get off at Exit 69 and turn left onto from the access road onto Lee Highway heading east.

Coming from south Arlington, use Glebe Road or George Mason Drive, and turn left heading west towards the office.

Coming from Washington or Alexandria, you have several choices.

1. Use George Washington Parkway North , get off at Spout Run, and navigate to Lee Highway heading west.
2. Pass through Rosslyn and get on Lee Highway heading west.
3. Pass through Rosslyn, head west of Rt 50 West, and turn north on either Glebe Road or George Mason Drive. Then turn left on Lee Highway heading west.

END OF DIRECTIONS

What is in office:

- A work station PC with USB ports, internet access, and applications for Word, Excel and Powerpoint
- HP color printer for standard documents
- HP Laser printer
- A Minolta special color printer for large quantities of color flyers
- A high volume black and white copier for most flyers
- A calculator
- Facsimile machine (703-532-7349)
- All SCWDC forms – green vouchers, blue deposits, yellow financial, however, these same forms are on the web and we will mail you any forms you need.
- Envelopes, letterhead and a small quantity of stamps on our primary workstation desk
- Postage scale
- Stamps in quantity: Program chairman can pick up or be sent stamps, or the office will stamp and mail items for you.
- Mail slot in the front door for package drop offs.
- Advertising flyers for most events
- Meeting room which comfortably seats 15 and can accommodate 20.
- Refrigerator that can store beverages and food

Note: We will mail you any forms you need. Program chairman can pick up or be sent stamps, or the office will stamp and mail items for you.