

## **Department Resources: Buildings – Keys, Modification, Maintenance, Use: Building Security and Use**

### **SECURITY:**

All offices and laboratories should be locked when unoccupied. Valuables such as laptop computers, purses, wallets, cell phones, etc. should be on your person or securely locked. The University assumes no liability for loss of personal property. Any unusual circumstances such as broken windows, lost or stolen property, and/or presence of suspicious individuals should be reported as soon as possible to the University Police, 9-911, and/or the Department Administrator, x3-1612, BAG 109F.

**BAGLEY HALL (BAG) AND CHEMISTRY BUILDING (CHB):** Outside doors are unlocked from 7 a.m. to 10 p.m., Monday through Thursday, and 7 a.m. to 5 p.m. on Friday. The buildings are locked on Saturdays, Sundays, and holidays. Custodial Services is responsible for locking/unlocking the doors at the appropriate times. If you find an outside door unlocked when you know it should be locked, please call the University Police at 3-9331. They will make sure the building is secured.

**CHEMISTRY LIBRARY BUILDING (CHL)** currently is used by several departments, including Chemistry. The building coordinator in CHL 136 x5-4323 can assist you in obtaining access to rooms within the building. The approximate times for the outside doors to be unlocked are 7 a.m. to 10 p.m., Monday through Thursday; 7 a.m. to 5 p.m. on Friday; and 1 p.m. to 5 p.m. on Saturday and Sunday. The building is locked on holidays.

**NEVER PROP OUTSIDE DOORS OPEN OR LET ANYONE INTO A CHEMISTRY BUILDING WHO DOES NOT HAVE A KEY!**

**BUILDING USE PERMITS:** Anyone who is issued Chemistry Department building keys is also issued a Building Use Permit. Permits may not be transferred and must be carried at all times and shown to University Police Officers when requested. If you do not have a valid Building Use Permit after hours, you will be asked to leave the building and your keys will be confiscated.

**BICYCLES IN BUILDINGS:** According to WAC 478.116.080, bicycles are not allowed in University buildings. Bicycles parked in violation are subject to seizure and impounding by the University. Impounded bicycles will be stored at the University Police Department and released at specific times upon presentation of proof of ownership and payment of a fine. DO NOT store bicycles in research laboratories or chemical storage areas.

A bicycle storage room is located in the loading dock area near the Machine Shop entrance (Bagley 82). You may request a key to this room from Facilities Support (Bagley 109).