Procedures for Unlock/Lock of Academic Buildings

1. Buildings will be unlocked/locked by the Facilities Management Department (FMD) based on what has been scheduled (through Academic Scheduling), however each Department is responsible for issuing Key Authorization cards* to each of their Instructors for every classroom they will be teaching in each quarter. **Instructors should be informed that should they happen to forget their key to their classroom, FMD will not unlock the classroom for them.**

2. Instructors who are teaching in another building other than their own academic department or building, need to obtain a key card from their department chair for the other building. It is the instructor’s responsibility to ensure they have the keys for their classrooms as FMD will not unlock the specific classroom; only the building.

3. Each Department should communicate their procedure concerning how visiting Instructors or one-time presenters will obtain access to their classrooms.

4. If you are locked out of your office/room you will need to contact Campus Police at (509) 963-2959. Please note that if Campus Police are on a call it could require a longer wait period.

Note: Computer Labs are unlocked/locked by a scheduled lab assistant from ITS.

Academic Scheduling - (509) 963-3004.

Sandy Sperline, ITS, (509) 963-2989.

Facilities Management Department - (509) 963-3000.
*Blank Key Authorization cards can be obtained from FMD.

Campus Police - (509) 963-2959
Weekend Academic Bldgs. - Doors To Unlock & Lock

Updated 1/19/2012

Building
Black  East and West Handicap Doors only
Bouillon  East and West Handicap Doors only
Dean  All Entry Doors on East & West side
Grupe  North entry Double Doors only
Hebeler  North Center door and East Handicap door
         SouthWest Entry Center Door and NorthWest Handicap Door
Hertz  Door
Hogue  West Handicap Door only
         Computer Lab Assistant opens door to 104 that exits outside
Lang ( & Lit)  West Handicap Door only
Lind  North Handicap Door only
Mconnell North (Tower)  West Handicap Door only
Michaelsen  East Handicap Door and West Doors under Breezeway
Music (McIntyre)  Building Monitor opens doors
Nicholson  South Handicap Door only
Purser  South Handicap Door
Psychology  North Entry and East Handicap Door
Randall  South Handicap Door and East Doors under Breezeway
Science  East and West Handicap Doors only
Shaw (Smyser)  NorthEast Handicap Door entry only

Rcv'd from Richard Elstrom

*Must process a work order if additional doors need to be unlocked.*
Please contact Student Union Operations at 509-963-1321 for a work order