

Welcome to the Science Facility!

From the Science Occupants Committee

We are very proud of our facilities and hope your experience here will be an enjoyable one. The following information is provided to familiarize you with our facility and answer basic logistical questions.

Science Occupants Committee Chair

Mary Bottcher
Biology Department
Room 317A Science Facility
Phone: 509-963-2872
Fax: 509-963-2720
Email: bottchem@cwu.edu

Building Contacts

General Info:

Lisa Stowe – Rm 302
963-2811

AV/MM Problems:

Kevin Whitaker – 963-2864
pager 888-204-5042
Steve Douglas – 963-1221

Science AV/MM Technician:

Jonathan Betz – Rm 317B
963-2350

Safety Questions:

Pam Coppersmith
Environmental Health & Safety
963-2338

Building Access – The building is open Mon-Fri, 6am to 6pm.

Room Access – You will be responsible for locking and unlocking the door to your assigned classroom. To obtain a key, fill out a key card and have *your* department chair sign the card. Take the card to the lock shop and they will issue a key for the quarter. These rooms contain expensive equipment – you are responsible for security of the classroom you are using. Rooms should be locked and dead bolted at all times except when in use.

Supplies – Lecture rooms have whiteboards. Bring your own markers – Expo brand dry erase only, please.

AV/MM Equipment – *Training is required prior to using the equipment.* Please call Jonathan at x2350 for details. All rooms have computers. Rooms 101, 147, and 216 are also equipped with video projectors, built-in slide projectors and overhead projectors. Other rooms have access to portable equipment – schedule with Jonathan at x2350. Do not relocate equipment without permission. Note: If equipment doesn't work, be sure that Master Power Switch is on. Please report any problems to Jonathan immediately.

Equipment Shutdown Procedure - You are responsible for proper shutdown of equipment at the end of your class. Please refer to the audio-visual binder found on the lectern in each classroom for specifics. In all rooms please be sure that you turn off ceiling mounted projectors as the bulbs are very expensive.

Safety Information – If the fire alarm sounds, all occupants must exit. Close and lock the classroom door. Science employees will assemble on the lawn west of Hertz Hall. Await instructions to re-enter.

Science Building Department Chairs

Biology Dept

Paul James—Rm 338
963-2731

Chemistry Dept

JoAnn Peters—Rm 302
963-2811

Science Education

Martha Kurtz— Rm 107
963-2929