

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 may 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.

Note: Computer Labs are handled differently, when scheduled a lab assistant will be notified of the unlock/lock times. If you have specific questions please contact Dave Storla with ITS.

If you have questions regarding these procedures please contact Academic Scheduling at #963-3004.

Facilities Management Department can be reached 24 hr/7 days at #(509) 963-3000.
*Blank Key Authorization cards can be obtained from FMD.

See next page for Weekend Doors information.

WEEKEND ACADEMIC BUILDING DOORS TO UNLOCK & LOCK

BLACK – East and West handicap doors only

BOUILLON – East and West handicap doors only

FARRELL – East and West doors

GRUPE – North entry double doors only

HEBELER – One North door and East handicap door

HERTZ – North handicap and South center doors

HOGUE – North door and West double doors

LANG – Computer lab assistant opens door to 104 that exits outside. Classroom usage deems other building doors to open

LIND – North handicap only

MCCO TOWER – West handicap only

MICHAELSEN – East handicap door only

MUSIC – Building monitor unlocks doors

PHYSICAL ED – South handicap one side only

PSYCHOLOGY – North door and east handicap door

RANDALL – East breezeway doors only

SCIENCE – East and West handicap doors only

SHAW-SMYSER – Northeast doors only

NICHOLSON – South East ADA doors by weight room

*** Must process a work order if additional doors need to be unlocked**