

Academic Course Procedures for Unlock/Lock of Academic Buildings

1. Buildings will be unlocked/locked by the Facilities Management Department (FMD) based on building hours scheduled through Facilities. Departments are responsible for issuing Key Authorization cards* to each of their instructors for every classroom they will be teaching in during the quarter regardless of what building they are in.

For a list of current building hours please visit the following page: [CWU Facilities](#)

2. **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.
5. Forgotten items (keys, bags, misc. items) please follow the steps below:
 - Ask department secretaries, chairs or coordinators to allow you in
 - Call Campus Police at 963.2959 to unlock room
 - Take your ID to the CWU lock shop to check out a temporary key. They can only check out a key that is listed on your key record.
 - Call FMD at 963.3000 to have someone unlock the room. NOTE: A cost could be incurred from FMD. ID required

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

Campus Police - (509) 963-2959

Computer Labs, ITS, (509) 963-2989.

Facilities Management Department - (509) 963-3000.

*Blank Key Authorization cards can be obtained from the lock shop during normal business hours – (509) 963-2917