

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 Academic Scheduling. 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.
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.

Academic Scheduling - (509) 963-3004.

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

Weekend Academic Building Unlocked Doors

BLACK – East and West ADA doors only

BOUILLON – East and West ADA doors only

DEAN – East North and South doors, West North and South Doors

FARRELL – East and West doors

HEBELER – One North door and East ADA door

HOGUE – North door and West double doors

LANG – South Wing courtyard doors and South Wing ADA door.

LIND – North ADA only

MCCO TOWER – West ADA only

MICHAELSEN – East ADA door only

MUSIC – Building monitor unlocks doors.

NICH – ADA door on the southwest side of the building, and the south door next to the weight room.

PHYSICAL ED (Purser) – South ADA one side only

PSYCHOLOGY – North door and east ADA door

RANDALL – East breezeway doors and South ADA door.

SAMUELSON – All main entrances (Electronic access)

SCIENCE I – East and West ADA doors only

SCIENCE II – All main entrances (Electronic access)

SHAW-SMYSER – Northeast doors only

*Weekend door unlock updated and maintained by Custodial Services Manager

***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