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
HEBELEH – 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