

SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

REVISED: 08/22/14(AN)

BUILDING KEY POLICIES AND PROCEDURES

All keys for Anderson Hall (AND), Bloedel Hall (BLD), and Winkenwerder Hall (WFS) are obtained from the Key Custodian in the School of Environmental and Forest Sciences (SEFS) front office (AND107). Key borrowers must sign a Statement of Responsibility each time keys are issued. Before a key deposit is refunded all keys must be returned. Key deposits will be refunded via a check; no cash refund will be issued.

ROOM AND KEY DEPOSIT: All faculty, students, visitors, and employees of SEFS are required to make a one-time Key Deposit of \$20.00 before being issued keys. Payment must be by cash (exact amount only) or personal check (payable to *University of Washington*); a grant or any other university budget may NOT be used. The key deposit is refundable only when all keys are returned. Anyone leaving SEFS for a period greater than one quarter must return all keys at least one week in advance of departure. Your key deposit will not be returned if you fail to return all keys on time.

Additional Keys: There is no charge for additional keys, as long as the initial deposit has been made and the additional keys are not replacing any that were lost or stolen. If a requestor wants to replace a key that was lost/stolen, they will have to pay a \$5 non-refundable fee to get a replacement.

KEY RESTRICTIONS: Keys issued by SEFS are **NOT** to be:

- Copied or duplicated
- Loaned to anyone else
- Share by a group of people
- Marked in any way that indicates what room(s) the key opens
- Marked in any way that obscures the key numbers

BUILDING USE PERMITS (BUP): Individuals in campus buildings after hours must carry a Building Use Permit. Everyone in SEFS and anyone authorized to use Anderson, Bloedel and Winkenwerder Hall facilities is required to carry a current Building Use Permit when working in the building after hours and on weekends. Faculty and staff should carry their staff card, which is considered the equivalent of a BUP.

Old Permits: Please destroy any expired or previously issued BUPs. Building use permits are issued annually; you only need the one that is current.

RESTRICTIONS: Do not loan out your building use permit. Keys are subject to confiscation for any of the following after-hours violations:

- Propping open any door into or out of any SEFS building for any reason.
- Letting any person into any SEFS building who does not have a key and/or a valid building use permit and for whom you do not take personal responsibility.
- Staying in any SEFS building without carrying a valid building use permit.

Note: If you color-code your keys, do not cover any of the numbers printed onto the key. The police will need those numbers when they check the keys in your possession to the ones written

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on the building use permit. Any violation of the terms above and the police will confiscate your keys and escort you out of the building.

LOST OR STOLEN KEYS: Lost or stolen keys must be reported to the University Police and the SEFS Key Custodian (AND 107) within 24 hours. A fine for lost or stolen keys, whether replaced or not with new keys, will be assessed at the cost schedule in place at the time any damage is reported, regardless of whether the lost keys are replaced. Failure to return all keys at the agreed-upon time, and/or to pay penalties or replacement costs that might be assessed will result in forfeiture of the initial key deposit and a hold may be placed on academic records. Key holders will not be charged for stolen keys, if a police report is filed and the number is given to the key custodian.