

Building Information School of Environmental and Forest Sciences

For building issues of any sort in Anderson, Bloedel, or Winkenwerder Halls, email sefsbldg@uw.edu. After hours emergencies (floods, power outages, etc.) call 685-1900.

Safety

- Dial **911** in case of an emergency.
- Know your surroundings:
 - escape routes are posted in the halls
 - identify fire extinguisher locations
 - the emergency evacuation assembly point is Rainier Vista (grassy area to the EAST of Winkenwerder near the sidewalk) for Anderson, Bloedel and Winkenwerder. Please go to your assembly point so building wardens can verify everyone's safety.

Any work-related accident or injury should be reported to UW Environmental Health & Safety using the Online Accident Reporting System (OARS). You can find information here:

<https://www.ehs.washington.edu/workplace/accident-and-injury-reporting>

After reporting an emergency, please send an email to sefsbldg@uw.edu.

Security Note: These are public buildings and are not secure. It is your responsibility to keep your items, including laptops, purses, etc. securely locked. It is a good idea to always carry your keys on your person and get in the habit of locking your door when you step away each time. Never prop an outside door open when it has been locked.

Keys:

- To request keys, print a Key Request form from the SEFS website at, <https://sefs.uw.edu/wp-content/uploads/sites/22/2019/01/frmKeyRequest-1.pdf>. Have the form signed by an authorized faculty member/supervisor and leave the request in the "Key Request Forms" inbox at the reception desk in Anderson 107. You will be contacted by email when the keys are ready and you will be required to make a \$20 deposit (cash or check only) to get your keys for Anderson, Bloedel or Winkenwerder Halls.
- Keys for the Center of Urban Horticulture/UW Botanic Gardens can be acquired from Carrie Cone in Merrill Hall 123. Please email her at cmcone@uw.edu to arrange an appointment.

Office Space Assignment: Student space is assigned by your faculty advisor.

Mail and Deliveries:

- Please pick up your mail regularly. The graduate student mail file cabinet is in Anderson 114. Your mail will be delivered to that file only. The UWBG students have an additional mail folder in Merrill Hall 124 – but the SEFS postal staffers consider your primary mail file in Anderson 114.
- Our mailing address for USPS mail is Box 352100, Seattle WA 98195
- Our delivery address for Fed Ex/UPS is
107 Anderson Hall
3715 West Stevens Way NE
Seattle, WA 98195

Room Reservations for Anderson Hall Room 22, Forest Club Room & Bloedel Hall Room 292:

- Check online for availability and to confirm your reservation is scheduled: <https://sefs.uw.edu/intranet/calendars/meeting-rooms-calendar/>.
- Reservation requests are taken by email, sefsadv@uw.edu. Include the name of the function, your phone number, name, date and time.
- If your event takes place after 5pm, you will need to submit a Building Hour Modification Request form at least 7-10 days prior to the event.
- The person making the reservation is responsible for cleaning up after the group (try to recruit volunteers)!! If the room is not cleaned up, you will be held responsible.
- Fires in the Forest Club Room fireplace require permission beforehand.

Coffee and Tea: are available in the Director's office, 107 Anderson. It is a self-supporting operation (\$0.60 a cup or \$6.00 a pot). If you take the last, make a fresh pot for the next person. You can ask for a "how to" at the front desk. While you are welcome to use it for meetings, each pot or cup must be paid for, and you must return the equipment to 107 Anderson immediately after use. You must prepare your own coffee for meetings (rather than taking away a pot already made). Please ask if you need us to show you how to brew your first pot.

Alcohol: Alcohol can be served at student events if you have obtained a banquet permit and a faculty sponsor will be in attendance throughout the event. The application is at <http://depts.washington.edu/eventfrm/banquet/agree.php>. SEFS rules are at <https://sefs.uw.edu/wp-content/uploads/sites/22/2018/12/SEFS-ALCOHOL-AND-DRUG-POLICY.pdf>. For questions, see Amanda Davis in 107 Anderson, adavis4@uw.edu, two weeks before the event.

Trash, Recycling and Composting: .

- There are no custodial services for labs, offices and various meeting rooms and classrooms. Therefore, EACH individual is responsible for emptying their own trash, recycling and compost into one of the main collection points in each building.
- Batteries, cds, cell phones and other electronic media can be disposed of at the media collection point in Bloedel Hall 253, or in the first floor lobby of Winkenwerder Hall.

Surplus Equipment or Furniture: Email sefsbldg@uw.edu if you have furniture or equipment that is no longer needed and that should be removed.

- For computing equipment, once your advisor has approved getting rid of it, email the IT department at sefsit@uw.edu, copying sefsbldg@uw.edu; if IT approves, the surplus pickup will be scheduled.
- If your equipment/furniture has a UW inventory tag, please email Jack Lockhart jlock@uw.edu
- Lab equipment cannot be sent off for surplus until a decontamination form has been filled out and attached to the item. That form can be accessed here: <https://www.ehs.washington.edu/system/files/resources/lab equip.pdf>
- For more info on what can or cannot be sent to surplus, check out this link: <https://facilities.uw.edu/catalog/surplus>

Photo Copies and Scanning using SEFS Printers:

You may use computers in Anderson Hall room 116. You can ask Student Services staff to release print jobs printed from that room. Otherwise, we can set you up to log in to any of our printers so you can send and release your own print jobs. Let Student Services know if you need access.