



SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY *of* WASHINGTON

College of the Environment

SEFS Building Key Policies and Procedures

All keys for Anderson Hall (AND), Bloedel Hall (BLD), and Winkenwerder Hall (WFS) are obtained from the Facilities Coordinator in the School of Environmental and Forest Sciences (SEFS) front office. Requests are made by submitting a Key Request Form, approved by authorized faculty or staff. Before a key deposit is refunded all keys must be returned. Key deposits will be refunded to your Husky account, or by paper check if no Husky account is available.

Lactation Room

A key to the lactation room in Winkenwerder Hall is available to all. Please review guidelines for its assignment and use and fill out a lactation key request form.

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 the 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 if the initial deposit has been made and the additional keys do not replace any that were lost or stolen. If a requestor wants to replace a key that has been lost/stolen, the charge is a \$10 non-refundable fee.

Key Restrictions

Keys issued by SEFS are not to be:

- Copied or duplicated
- Loaned to anyone else
- Shared 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

Lost or Stolen Keys

Lost or stolen keys must be reported to the University of Washington Police Department and the SEFS Facilities Coordinator 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 if damage is reported, regardless of whether the lost keys are replaced.

Failure to return all keys at the agreed-upon times, 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 Facilities Coordinator.