

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 685-1411.

Safety

- Dial **911** in case of an emergency.
- Know your surroundings:
 - escape routes are posted in the halls
 - identify fire extinguisher locations
 - emergency evacuation assembly points are: for Anderson and Winkenwerder, go to Rainier Vista, south of Stevens Way. For Bloedel, gather on the Burke Gilman Trail at the point where the walkway down to Pacific intersects. Please go to your assembly point so building wardens can verify everyone's safety.

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, backpacks, and purses securely locked. Never prop an outside door open when it has been locked. *If you see someone whom you think doesn't belong, please call 911, which connects directly to Campus Police. This is very important. Thank you for being proactive where safety is concerned.*

Keys/Building Permits

- To request keys, print a Key Request form from the SEFS website at, <http://www.sefs.washington.edu/tools/forms/frmKeyRequest.pdf>. Have the form signed by an authorized faculty member or supervisor; leave the request at the reception desk in Anderson 107. You will be contacted by email when the keys are ready for pick-up.
- 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.
- Building Use Permits are required and will be issued to you along with your keys, if you require access after regular hours. Keep the permit on you when in the building to which you are assigned. You will be expected to present your Building Permit and picture identification at the request of UW Police, faculty, or staff.

Office Space Assignment: Student space is assigned by the faculty advisor. Space is assigned to program areas by the School's Director's Council, and individual areas are controlled by a professor or group of professors with common program interests. If you require additional or alternate space contact the professor controlling that area.

Mail: Please pick up your mail and packages regularly. The graduate student mail file cabinet is in Anderson 114. Packages can be delivered through campus mail, or through the usual shipping services.

Telephones:

- **Service:** Report service problems on UW phones to <http://www.washington.edu/cac/care/order.html>.

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: <http://www.sefs.washington.edu/tools/meetingRooms/calendar.shtml>.
- Reservation requests are taken by email, sefs-reservations@u.washington.edu. Include the name of the function, your phone number, name, date and time.
- The person making the reservation is responsible for cleaning up after the group. If the room is not cleaned up, you will be held responsible.
- Fires in the Forest Club Room require permission beforehand.

Coffee and Tea are available in the Director's office, 107 Anderson, at a minimal cost. As this offering is a self-supporting operation, we ask that you please pay when you use this service. (\$0.50 a cup for coffee or tea or \$5.00 for a full carafe) and this includes sweeteners, creamer, cups and stirrers. If you take the last of the coffee, please make a fresh carafe for the next person. 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 carafe already made).

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 <http://www.sefs.washington.edu/tools/policies/alcoholAndDrugPolicy.shtml>. For questions, see Amanda Davis in 107 Anderson, adavis4@uw.edu, 685-0952.

Trash and Recycling: Recycling services are available in every building in SEFS. You are responsible for managing the trash and recycling in your office and for placing it in the proper receptacle at the collections points on each floor. Custodians do not enter individual offices, so it will be up to you to empty your trash/recycling.

- All recyclable products can be mixed together. Use the recycling container in each room, carrying it to the central collection point nearest you in the hallway. (The very small container is for your land fill materials; those must be taken to the central collection to be emptied as well.) Composting is available on each floor.
- Batteries, cds, cell phones and other electronic media can be disposed of at the media collection point in Anderson Hall 115.

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 sefshelp@uw.edu, copying sefsbldg@uw.edu; if IT approves, the surplus pickup will be scheduled.