

FURTHER INFORMATION

BUSINESS CARDS: can be order self-service should you so wish. They are purchased through C2. We use the UW TEMPLATE. Ask your administrator for a budget number.

CALENDARS: Wall and letter size UW calendars have been ordered for your use. They can be retrieved from Gould 224.

COLOR PRINTERS: see Xerox

COMPUTER SUPPORT: Please email be-help@uw.edu.

DIRECTORY: CBE does not keep an independent faculty/staff directory. We rely on the UW Directory to find people. Please update your information in Workday and make your information public to publish to the UW Directory.

KEYS: Department suite and office keys will be distributed by your administrator. Additional keys from Gould 224.

T3ABH1 is the staff key. The staff key works for the Xerox room (Gould 218), the mail room (Gould 128), and the staff lounge (327).

T3ABG1 is a classroom key. This gets you into Gould 100,102, 110, 114, 440, 442 and Architecture 110, 140. We don't have an unlock schedule for these rooms: the door will be locked/unlocked based on the previous user.

OFFICES: Furniture delivery and installation is scheduled for September 19 - 20.

PHONES: Offices are currently without phones. An email will be sent to all faculty and staff on Wed 9/7 surveying campus phone needs and whether people want to turn in their existing phones.

SAFETY: When calling 9-1-1 from a campus phone it will forward directly to UWPD and they will know where you are. If calling 9-1-1 on a cell phone you will be forwarded to Seattle PD or Washington State Patrol. Ask to be transferred to UWPD (it's quite quick) and UWPD can easily get into our buildings and assist you. If you look at the label under your phone earpiece you will notice UWPD's non-emergency number (206.685.8973/ UWPD). If you aren't sure call UWPD. Call them first and if an office mate is nearby have that person contact me.

Sign up for UW Alert. This will inform you of campus closures and other safety issues on campus in real time.

SCANNER/FAX: The Dean's Office, Gould 224, has a scanner you can use if your department doesn't have one.

RESTROOMS: Staff restrooms are hidden away in the Gould Xerox room (218) and on the third floor (328) directly across from the elevator and next to the staff lounge. A staff key will provide access (see "keys" above).

XEROX ROOM: Is in Gould 218. The door code is 8675. The color printer is also in the Xerox room: contact be-help@uw.edu for assistance getting connected to the color printer. Regardless of any signage/queues you get, no budget is required for these services.

