



UNIVERSITY OF WESTERN STATES NEW CAMPUS BUILDING PROCEDURES

BUILDING HOURS:

Monday - Friday: 6:30 a.m. to 10 p.m.
Saturday: 7 a.m. to 6 p.m.
Sunday: 7 a.m. to 8 p.m.
Normal hours during breaks: 6:30 a.m. to 5 p.m. on weekdays
7 a.m. to 3 p.m. on weekends

Exceptions around university approved special events and continuing education

Please note that no one is allowed in the building outside of these hours unless required by their job duties (i.e. facilities, security, IT staff) or with advance written approval from human resources.

SPECIALTY AREA HOURS:

UWS Health Clinic: Monday – Friday: 7:30 a.m. to 6:30 p.m.

Dr. Moreau Clinic: Monday – Friday: 7:30 a.m. to 6:30 p.m.
(Name TBD) Saturday: 8 a.m. to 12 p.m.
Hours to be finalized in late spring or early summer 2020

Campus Store: Monday – Thursday: 7 a.m. to 5 p.m.
Friday: 7 a.m. to 2 p.m.
Weekends: Closed
Exceptions around university approved events

Library: Monday – Thursday: 7 a.m. to 10 p.m.
Friday: 7 a.m. to 6 p.m.
Saturday: 9 a.m. to 5 p.m.
Sunday: 12 to 8 p.m.
During Breaks: 9 a.m. to 5 p.m.
(closed weekends)

PARKING LOT GATE HOURS:

Surface Parking Lot Campus Entrance Gate Hours:

Surface lot campus entrance gates will be open as follows:

Monday – Friday: 6:30 a.m. to 7 p.m.

Gates will be closed but accessible via access control card during open building hours outside of above listed surface parking lot hours.

Parking Garage Gate Hours:

Parking garage gate will be open as follows:

Monday – Friday: 6:30 a.m. to 7 p.m.

Parking garage gate will be closed but accessible via access control card for garage permit holders during open building hours outside of above listed hours.

GENERAL BUILDING RULES:

- UWS ID cards should be carried and visible at all times. This card serves as both identification as a current student or employee as well as an access card for building doors and gates. Designated university security staff may request ID from students, employees and visitors at any time. Individuals not displaying a valid ID may be asked to leave campus.
- The human resources (HR) office must be notified immediately if an ID card is lost or stolen. The HR office will coordinate the process for replacement of lost or stolen cards. A charge of \$20 for a replacement card will be assessed.
- No space heaters of any size are allowed in the building. Employees with special needs in regard to temperature control may discuss this with the HR office.
- No open flames are allowed in the building.
- Extension cords are not allowed in classrooms, offices or meeting spaces. Power strips are available by service request through the facilities office.
- All items hung from campus walls must be coordinated with facilities via a service request.
- Food debris and other foreign objects are not to be disposed of in sinks, toilets, water fountain drains or urinals. Drain clogs and other plumbing issues are to be reported to the facilities office via a service request.
- UWS is a designated smoke free campus. No smoking is allowed anywhere on campus, inside or outside, or within ten (10) feet of the campus perimeter.
- Roof access is restricted to authorized staff.

FITNESS CENTER RULES:

- The campus facilities office should be immediately notified if equipment is damaged or dysfunctional.
- Personal headphones are required for listening to music or other audio. No music transmission is permissible through loud-speakers.
- Use of the fitness center is restricted to current students and employees. Designated university security staff may request to see ID at any time.
- Please wipe down equipment after each use using the provided cleaning supplies. Notify the campus facilities office if supplies are needed.
- Please rerack plates, dumbbells, kettlebells and medicine balls after use.
- No outside equipment is allowed in the fitness center.
- No fitness center equipment may be removed from the fitness center.
- All fitness center users must have a current liability waiver on file.

STORAGE OF PERSONAL ITEMS

- There are 72 day-use-only lockers in each of the building locker rooms.
- If locks are left on the locker room lockers overnight, the lock will be removed and the contents will be placed in lost and found located in the campus store.
- Day-use-only cubbies are located near labs and multipurpose rooms for convenience.
- Items left overnight in cubbies will be removed and placed in lost and found.
- Lockers in the clinic area are designed for clinic interns to input their own locker code. These lockers will be managed by clinic staff.

UWS SECURITY NUMBER: 503-206-3206