

KEYSTONE BUILDING: SUITE 202

PART-TIME LECTURER SPACE RULES AND EXPECTATIONS

The Keystone Building, Suite 202 (Open Area), has been provided to the University of Washington Tacoma campus as a resource for use by all Part-Time Lecturer faculty members.

GENERAL RULES

- KEY 202 is a secured space, **ENTRY DOORS ARE TO REMAIN CLOSED AT ALL TIMES**. Propping open doors puts university property, personal property, and personal safety at risk. Please contact Campus Security regarding access control (2-4416).
- KEY 202 is an open office work environment. Noise levels are to be kept at a minimum to allow for a productive work area. Please be respectful of all users.

PROGRAM

The University of Washington Tacoma has provided the following for use by all Part-Time Lecturers assigned to the space:

- Multiple drop-in computer stations.
- Wi-fi connection capability.
- Two (2) small meeting/consultation areas, designated as KEY 202C and KEY 202D. KEY 202C contains phone and conference capability.
- One (1) copy, scan, and network printing machine as well as office supplies storage located in KEY 202E. Copies and prints will be charged back to the department via copier code.
- One (1) set of faculty campus mailboxes located in KEY 202E.
- Personal storage: All faculty assigned to the space are allowed use of one (1) mobile lockable PED storage cabinet of their choosing. The key is to be returned back to the storage cabinet upon the faculty member's departure from campus or change in title. All PED cabinets should be kept under the computer work surface or within the designated PED corral when not in use.

ELIGIBILITY

All faculty members listed as Part-Time Lecturers within the faculty roster will be assigned to the space. Use is optional; however, faculty offices will no longer be assigned for Part-Time Lecturer usage.

ACCESS

To obtain access to the space faculty should work with their respective department's access coordinator and Campus Security. Access will be provided by electronic key card only, no keys will be distributed. Only faculty members who are listed as Part-Time Lecturers are allowed access and usage of the space. All visitors must be associated with a faculty member assigned to the space and must have an escort at all times. Visitors should arrange for access with a faculty member assigned to the space.

SPACE ASSIGNMENTS

No space within Keystone 202 will be assigned to any individual. The space is intended to function in a flexible drop-in style format with no work areas assigned to specific individuals or departments. The offices and large conference area are not allowed to be used by Part-Time Lecturers at any time.

EQUIPMENT

No computers or equipment are designated or assigned to any specific department or individual. All equipment, excluding individual PED storage cabinets, is available on a first-come, first-serve drop-in basis.

PHONES

There is one phone number assigned to all occupants of the space (253-692-5732). The phone number is assigned to the phone at the front desk in the open area and is to be used to request visitor access and for university business. Private phone calls related to university business can be made through a separate phone in Keystone 202C.