

# Health Sciences, Foege and South Campus Center Corridor, Hallway and Stairwell Policy and Procedure

Health Sciences Building Management & Security (206-685-0143, [hsbuild@uw.edu](mailto:hsbuild@uw.edu)) is responsible for the management of all common areas, corridors, elevators, hallways, and stairwells in the Health Sciences Building, Foege Building and South Campus Center. This includes coordination with service partners to assure occupant needs are met in these areas.

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## Bicycles

Bicycles are not allowed anywhere in buildings per Washington Administrative Code (WAC) 478-118-290, Bicycle Parking and Traffic Rules

- Item (5): “Bicycles shall be parked only in bicycle racks. All bicycle owners are encouraged to secure their bicycles with a secure lock. At no time shall a bicycle be parked in a building, except where bicycle storage rooms are provided, near a building exit, on a path or sidewalk, in planted areas nor chained or otherwise secured to trees, lamp standards, railings, or sign posts.”
- Item (8a): “Bicycles parked in violation of subsections (5), (6), and (7) of this section will be subject to seizure and impoundment by the university.”

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## Bulletin Boards

In order to protect painted surfaces, do not directly attach posters, flyers or signs to walls. Tape, pins, screws and nails can damage the paint.

HS Building Management & Security manages UW community bulletin boards in a number of Health Sciences Building locations.

- E-wing 2nd floor, across from the Court Café
- I-court 1st floor, outside I132 and I140 classrooms
- T-wing 3rd floor, outside T360
- T-wing 4th floor, outside T435, T439 and T466
- T-Wing 5<sup>th</sup> floor, opposite Stair T4 in corridor with lockers
- T-wing 6th floor, outside T625, T639 and T663
- T-wing 7th floor, outside T733, T739 and T747 lecture halls
- South Campus Center, opposite 2<sup>nd</sup> and 3<sup>rd</sup> floor entrances

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Bulletin boards in other locations are not for general UW community use. Posting in these areas requires local departmental approval.

Departments may purchase and install their own bulletin board or display case. Prior to installation, HS Building Management & Security must approve the size and location. Following approval, departments may submit a work request to Facilities Services for installation.

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### **Elevators**

Posting in Health Sciences, Foege and South Campus Center elevators is limited to:

- Announcements for events, seminars or courses that occur within the Health Sciences Center or University of Washington Medical Center.
- Recruitment notices for University of Washington research studies.

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### **Furniture in Corridors, Hallways and Common Areas**

All corridor, hallway and common area furniture must be approved by HS Building Management & Security prior to installation.

Do not move corridor, hallway and common area furniture from its assigned location.

Furniture is never permitted in stairwells.

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### **Security**

HS Building Management & Security must approve all security devices or technology that is installed in, or modifies access to, common areas, corridors, elevators, hallways, and stairwells. This shall include access to assigned space from common areas or corridors.

Security devices and technology includes, but is not limited to, added doorways, alarm systems, card readers, keypads, lock cylinders, and surveillance systems.

The department requesting modification or installation of security devices or technology must provide, at their cost, an impact study performed by a security subject matter expert.

- At a minimum the study shall address fire and life safety, impact to occupants of surrounding areas, impact to building service providers, installation costs and operational costs.
- The Director of HSAS&F must approve the subject matter expert prior to the study.
- Conducting an impact study does not guarantee approval of the proposed devices or modifications.

Any installed CAAMS infrastructure becomes a University resource. As such, it shall be administered by CAAMS and Health Sciences Building Management & Security.

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### **Signage: Permanent**

If you have identified a need for permanent wayfinding signage in the corridors around your department, contact HS Building Management & Security at [hsbuild@uw.edu](mailto:hsbuild@uw.edu). We will work with you to develop and install wayfinding signage to assist people.

All permanent or temporary signage affixed to walls on corridors, hallways, common areas or stairwells must be approved by HS Building Management & Security. It is the responsibility of the requesting department to obtain approval BEFORE installation.

Any Peel and Stick signage produced by HSAS&F Posters and Photo intended for these types of areas must be installed by HS Building Management & Security staff. To aid in compliance, this service is provided without additional charge.

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### **Signage: Temporary Event or Course**

There is a strict no taping or tacking policy for the posting of items such as posters, flyers, temporary directional signs, advertisements and announcements throughout the Health Sciences Center, Foege and South Campus Center. All such items are restricted to display on sign standards, easels, elevators or designated bulletin boards.

Use bulletin boards, elevators or sign stands to locate promotional materials.

If you have an event that needs directional signage, contact Classroom Services ([hsbav@uw.edu](mailto:hsbav@uw.edu) or 206-543-6729) for sign stands. You provide the signs, Classroom Services will deliver and pick up the sign stands.

Departments may use their own sign stands or sandwich boards in the following designated areas: HS Lobby, E-court, I-court and Skamania Lane between North & South Foege.

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### **Space Requests**

In order to request additional space in the Health Sciences Building, the Foege Building or South Campus Center for your department or service unit, contact HS Building Management & Security at [hsbuild@uw.edu](mailto:hsbuild@uw.edu) to receive a space request form.

Upon receipt of your completed form, our office will assess your space needs, develop solutions and coordinate with appropriate service partners upon space assignment. To support efficient use of resources, there may be a financial obligation for using the assigned space.

With permission from HS Building Management & Security, designated corridors may be used for:

- Freezers
- Filing cabinets
- Display cases and bulletin boards

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- Break areas for food and drink
- Lockers

You can find the *Use of Corridors and Unassigned Spaces* policy between the University of Washington and the Seattle Fire Department on the Environmental Health & Safety website [https://ehs-web01.s.uw.edu/system/files/resources/Corridor\\_Policy\\_Focus\\_Sheet.pdf](https://ehs-web01.s.uw.edu/system/files/resources/Corridor_Policy_Focus_Sheet.pdf).

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### Surplus Items

Corridors, hallways and stairwells are designated exit routes, therefore storage of surplus items is not permitted in these locations. Loose items create a major hazard for emergency evacuation and emergency responders in the event of a fire or earthquake.

- WAC 296-800-31025, 31030
- Seattle Fire Department Code (Ch. 10)
- UW Administrative Policy Statement 16.1

When surplus items are identified, submit your surplus property request at <https://facilities.uw.edu/catalog/surplus>.

Don't wait until "later" or "when we have a bunch of stuff" to submit requests. HS Building Management & Security staff conduct regular inspections of corridors and will contact your administrator if accumulations of items are seen. In addition, the Seattle Fire Department and Environmental Health & Safety conduct annual fire and safety inspections.

HS Building Management & Security has a limited amount of short-term storage available. If you have a large quantity of items for surplus, contact HS Building Management & Security at [hsbuild@uw.edu](mailto:hsbuild@uw.edu) to inquire about temporary storage. If HS Building Management & Security doesn't have storage space available, your department may need to lease space off-campus.

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