MEMORANDUM

TO: Freshman DVM Students

FROM: Shazette Pierce, Building Proctor

SUBJECT: Anatomy Building Information

August 25, 2014

On behalf of the faculty and staff in the Department of Biomedical Sciences, Welcome! 😊

Emergencies: Dial 911 first. During regular working hours report the emergency to Dr. Sandra Pitcaithley and then myself (or any staff member if we are not available).

Non-Emergency, Very Important: (not life threatening) CSUPD 491-6425.

Non-Emergency: Tell Someone Program, (970) 491-1350 or at www.safety.colostate.edu.

Building Security: This is a critical issue in terms of individual safety and protection of both personal and University property. Personal property loss is not covered by University insurance. The building is locked at night and on weekends. If you discover that an outside door is unlocked, please notify CSUPD at 491-6425 to have the door locked. If an outside door is “propped open”, close it. Anyone authorized access to the building at night and on weekends will be issued a building key or badge. Please do not let anyone in the building and in the cubes who does not have authorization to be here.

Picture Badges: A C-Cure Badge system was installed in our building in 2009. The (RAMCARD)/student ID you received at the beginning of the year will allow you entrance into the building, cubes and labs; after hours and on weekends. You will need to use the badge at all times to gain entrance in to the cube area. If you lose your badge, contact me as soon as possible to disable access to it for security purposes. Then you will need to go to the Ram Card Office to purchase a new card ($25.00). At the end of the school year your badge will be disabled from the system. If there are any problems with the reader system during the year, please notify me and I will contact CSU Facilities to make the necessary repairs. If you are having issues with this badge in the A/Z Building or the Pathology Building I can help you. For access issues at the VTH contact Joelle Johnson in the VTH Director’s Office at (970) 297-1269.

Telephone: The office phones are not for student use and the office staff will not take messages for you unless it is an emergency. If a caller says it is an emergency, the staff will ask the nature of the emergency, get the pertinent information from the caller and try to locate you. The office numbers for emergencies are: 491-5847 (Anatomy Office) or 491-7051 (Dean’s Office).
**Building Temperature:** For energy conservation in state buildings. Thermostats are set at 70 degrees year round. If room temperatures seem unreasonable, please have the office staff notify facilities to make an adjustment. Space heaters are not permitted. Please do not put wet paper towels over the thermostat to regulate the temperature.

**Facilities Services:** Any requests for repairs or maintenance within the cube area should be turned in to Dr. Sandra Pitcaithley. She will get the information to me and I will turn in a request with Facilities. If you have not had service from Facilities within 2-3 working days of the request; please let Dr. Pitcaithley and the main office staff know.

**W118 & W109 Use:** W118 is the large lecture hall and W109 is the Dean’s Conference Room. These rooms are scheduled heavily throughout the school year and are used for meetings, conferences, seminars, classes, etc. These rooms are off limits for study use at all times.

**Cube Computer Printers:** There are two printers in the cube area. The Biomedical Sciences Neurosciences Division, W103 Anatomy/Zoology Bldg. will supply your class with five reams of paper per week for the printers. Each student is allotted 750 pages (1.5 reams) per semester. Use printers sparingly and never for class notes. One Cube Rep will be responsible for getting the paper weekly. If you have any problems with the computer printers or need toner, see the “Cube Rep of the Week”.

Thank you,

Shazette Pierce/CVMBS
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