

## Security and Facility Care Guidelines

Obtain codes by emailing [deansoffice@psr.edu](mailto:deansoffice@psr.edu)

Access to the Mudd Building, the Computer Lab, Mudd 104, TV Lounge, D'Autremont & the PSR Chapel is provided as a PSR student benefit. All rooms are available on a first come, first serve basis;

- Mudd 104 is available when no class is in session there
- Computer Room is available 24/7
- TV Lounge is available 24/7
- Dining Hall is available Monday through Friday until 9:30 p.m.
- Chapel is available 24/7 when it is not reserved

In order to ensure that PSR students enjoy that intended benefit, it is necessary for all users to participate in observing a few security and facility care guidelines:

- All facility users must acquire the necessary codes by emailing the Dean's Office Assistant at [deansoffice@psr.edu](mailto:deansoffice@psr.edu) (name or student I.D. must be included in the request)
- All users must read the "Accountability Covenant" indicating agreements to NOT SHARE the codes with others.
- Access to codes should NOT BE SHARED WITH ANYONE ELSE (this is redundant, but absolutely bears repeating).
- Users are also asked not to admit person who have "left their codes at home" and/or cannot present adequate identification to show they are authorized users of the facilities.
- Users are asked to ensure that the facility door has closed completely upon leaving the building.
- PSR Chapel: The code numbers to the chapel door near the outside bathroom maybe used when the doors are looked before 8 am and after 5 pm, Monday to Friday. If the chapel has been officially reserved, it is not available.
- Computer Lab Basic Guidelines are below. Since we don't have a paid staff to guard the space, please help enforce the rules below by reminding those who are using the computer lab about the rules.

### **Who Gets to Use the Computer Lab?**

Only PSR students are allowed in the Computer Lab. This includes PhD & MA students who are officially affiliated with PSR.

### **Not Allowed**

- No loud (or distracting) music or conversations.
- No cell phone conversations.
- No food or drinks.

\*\*\*Remember, this is an academic work space. Everyone must treat the computer lab just like a library. Please be respectful towards those who are working.

### **On Security**

- Never prop the door for any reason.
- Never open the door to those without a code (that is, do not open when they knock).

### **On Use of Computers**

- Do not plug personal laptops into wired network in the computer lab.
- Use your own USB flash to save personal files.
- Do not save personal files to PSR computers.
- Username & Passwords for computers are posted at each computer

### **Questions?**

- Contact I.T. Support Phone: 849-8262, or dial 8262 or 8204
- E-mail: [techsupport@psr.edu](mailto:techsupport@psr.edu)

### **Vacuuming on Friday Evenings**

- On Friday evenings the lab will be vacuumed from 8:00 to 8:30 pm.
- You must leave the lab during the time of the vacuuming.

By reading these policies and by signing the “[Statement of Understanding](#)”, you agree that:

- YOU WILL NOT SHARE THE CONFIDENTIAL LOCK CODES WITH ANY OTHER PERSON.
- You will abide by all printed rules included in the Security and Facility Care guidelines.

If the numbers leak out to non-PSR students, PSR will change the code numbers (which costs time and money).



Codes are given to all new students at Orientation. If you miss Orientation, contact [deansoffice@psr.edu](mailto:deansoffice@psr.edu) for the codes.

Codes are emailed to current students or other authorized persons upon email request at [deansoffice@psr.edu](mailto:deansoffice@psr.edu).

Updated 12/15/16