Keys and Security Reminders for New Graduate Students:

**General Access Key**
- ES122: copier, fax, coffee machine
- ES125: Meeting Room (book via Faye in Main Office)
- Classrooms: ES107, ES115, ES147, ES149, ES242, ES245, ES263
- Fifth floor elevator foyer/lobby (keep locked evenings and weekends)

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<th>Office:</th>
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<td>Key:</td>
<td>CJ</td>
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<td>Sharing With:</td>
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<th>Lab:</th>
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Assorted Notes and Reminders:

1. **KEEP YOUR OFFICE AND LAB DOORS SHUT AND LOCKED WHEN YOU ARE NOT PRESENT.**

2. The main entrances from Math Sciences, Science B and the ICT Link are open all the time. The side entrances, rear doors and loading dock are locked from the outside after hours and on weekends.

3. Undergrads may be admitted to teaching labs outside of normal instructional activities ONLY if the lab door is so marked, or there is no EXAM material out. Please be careful with this. Labs with hazardous materials must be closed and locked when vacant.

4. No one is ever chastised for closing and locking a door! If in doubt, lock it!

5. If you annoy your office mates they will make your life miserable. Please be polite and considerate of others.

6. ‘Your’ office is the property of the University of Calgary and all of its rules and regulations apply. Department rules apply too.

7. Please do not cook in your office, including coffee machines. Small appliances are a major cause of fires.

8. Your personal belongings are NOT insured by the University just because you bring them to the University. You are strongly encourage to properly identify and insure high-value items before bringing them on Campus.

9. The following persons have access to ‘your’ office at all times:
   - Department staff
   - Carstaking staff
   - Security officers
   - Maintenance personnel
     as required for business purposes. See #10.

10. Your personal belongings are NOT insured by the University just because you bring them to the University.