GIX Facility Quick Guide

Building Hours
Business hours are Monday – Friday, 9:00 a.m.- 5:00 p.m. during the regular UW operating schedule (see UW holiday calendar for scheduled holidays). Please note that the Makerspace maintains separate hours and policies. At this time MSTI student have 24X7 access to the building via Husky card; please note that this is subject to change based on factors such as security, occupany, etc.

Parking
Parking in GIX’s underground garage is free, but you must register your car to avoid ticket. Overnight parking is currently permissible but subject to change based on building needs. The garage door is open 6:00 a.m. – 6:00 p.m. Outside of these hours you will need to use your access card to open the door using the reader at the left of the entrance. You will also need your access card to open access arms outside of 9:00 a.m. – 5:00 p.m. business hours.

Bicycles
The bicycle cage in the parking garage is accessible by card key only. Per state code, bicycles cannot be brought into the building. Users are responsible for the general security and cleanliness of the bicycle cage.

Animals
Animals and pets are not allowed at GIX without special permission from the GIX Operations Director.

Transportation to GIX
GIX offers regular shuttle service between the UW campus and the Steve Ballmer building. The shuttle runs Monday to Thursday on a set schedule. Students must sign up to reserve a seat. The schedule is updated quarterly, with additional runs often added for special events and activities. UW students also have access to a variety of low-cost transportation options with the U-Pass.

Visitors
All visitors, even regular guests and friends of GIX, must check-in at the front desk upon arrival each time they visit GIX. If you are hosting a visitor, you must be listed in the Receptionist tool, and identified as the host during the visit. Visitors are not permitted to be in the building without a GIX host unless they attending a GIX-sanctioned event and must check in upon every visit. Please remember that pictures are not allowed on the third floor.

Guests may visit during business hours only, unless attending a GIX-sanctioned event or access is preapproved by GIX ahead of time (complete a Building Access Request form and return to Administrative Program Manager Hannah Hullett for approval prior to visit).

Badges
Everyone must wear a badge while at the GIX Steve Ballmer Building. UW students, faculty, and staff of should display their Husky Card on a lanyard or clip. Visitors should wear the adhesive nametag provided to them when they check in at the front desk. GIX community members are encouraged to ask guests to display their badges or direct them to the reception desk to check in if they have not already. Do not share your Husky Card or prox card with anyone for any purpose.

IT Security

Updated December 2019
The following policies apply to all members of the GIX community:

- **UW Wireless SSIDs**: All students, staff, and faculty are required to use the encrypted service Eduroam. The “University of Washington” SSID wireless service is intended for guests; it is not encrypted and should only be used when a device (E.g., arduinos, raspberry PIs and other developmental IoT devices) cannot connect to eduroam.

- **All devices must be registered** here.

- **Do not share credentials**: All external visitors must be escorted and may not be given access to any computing systems or use staff credentials to access wireless or files. Visitors must connect to UW wireless with the event name and password only that is used for that week.

- **Share documents with other staff, students, or other UW users through UW-provided information tools only** see UW IT Connect

- **Install Sophos antivirus** and ensure that on-access scanning is enabled.

- **Preapprove purchases**: All embedded devices and hardware need to be approved prior to procurement and use at GIX. Also, please report any unusual or suspicious devices left behind by visitors.

- **Take care when using arduinos or other IoT devices** that must be connected to UW wireless and not Eduroam – make sure they are not using default configurations, passwords or security settings.

- **Wireless routers are not allowed**: They cause interference with our wireless and are a security concern.

### Kitchen Use & Etiquette

You are welcome to use the kitchen and the refrigerators, microwaves, toaster, coffeemakers, and water cooler. If you see leftovers that are marked as such, you are welcome to have them. However, do not remove other items from the refrigerators that don’t belong to you. The coffee machine is available daily from 7:00 a.m. – 5:00 p.m.

GIX conforms to the Bellevue Public Utilities’ guidelines for waste collection. Please sort your compost, recyclables and trash in their proper receptacle.

- Trash (Black bins): Wastebaskets are emptied nightly.
- Recycling (Blue bins): Boxes are available in all work areas for collecting comingled recycling (clean paper, broken down boxes, plastic, and glass); collected nightly.
- Compost (Green bins): Containers are located in all café and break areas. All containers are emptied nightly.

Please do your part to ensure the kitchen is kept clean and in working order. Report any facilities issues to the facilities manager at 206-897-9029

### Meeting Rooms

Reserve a room by sending a calendar invitation or selecting to book the room on the screen outside the door. See the Room Info sheet for instructions on viewing calendars and inviting rooms via email. If you do not reserve the room, please be aware that you may be asked to leave for meetings that have been previously scheduled. Please erase the white boards when you leave (make sure to take a picture of your content if you need to save it!). Content left in conference rooms will not be saved. Turn off lights and all A/V, including projectors and TVs, before you leave.

### Emergency & Safety Procedures

To reach Bellevue Fire & Police, call 9-911. See the EEOP Quick Guide for details on GIX’s emergency evacuation plans