



BE Student Office Expectations, Rules and General Information

RESPONSIBILITIES

- Please secure and store away any personal belongings. The University is not responsible for any lost or stolen items.
- Please be sure to take any [E-Waste](#) down to the Engineering loading dock.
- Please recycle any empty boxes from lab/personal packages and place them next to the recycling bins outside of the offices.
- Please throw away your trash regularly and ensure your desk and surrounding area is clean. Each office is provided cleaning supplies. If none are available, please contact staff for assistance.
- Report any damages to staff so that repairs may be made.
For **EMERGENCY REQUESTS**, call Facilities Management 24/7 at **(310) 825-9236**.
- Report any Lost & Found items and place them in "Lost & Found" designated areas. The department will try and find the owner.
 - Lost & Found is now located at the corner of rooms 5122/4122 next to the emergency exits in the front of the offices.

OFFICE AND DESK PROCEDURES

- Water deliveries are scheduled for every 2 weeks, and will be replenished based on how many water jugs are emptied.
 - Please be sure to return jugs, and be mindful of others when filling up your water bottles
- Desk assignments are managed by staff. They require PI and department approval. If you need a desk, please contact staff and do not simply occupy an empty one.
 - Desks are reserved for Graduate students
 - Desks assignments are to be renewed every quarter (Failure to notify staff will imply you have abandoned your desk and the desk will be assigned to someone else).
 - To leave or renew your desk assignment, reach out to staff for assistance.

- PI Approval is required for initial desk assignment request.

UNIVERSITY POLICY

- Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of University property or the property of others is prohibited.
- Tampering with, or bypassing clearance (Bruin Card Request) to the offices including, but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors is prohibited.
- Possession of weapons in the offices and campus is prohibited; See [UCLA policy 131 - Weapons on Campus](#)
- No inappropriate conduct is allowed. See [UCLA Student Conduct Code](#)
- Bicycles, scooters, skateboards, and roller skates/blades may be stored in designated bicycle and scooter areas outside of the building.

UCLA Police Department/Emergency Services

Email: info@ucpd.ucla.edu

Location: 601 Westwood Plaza
Los Angeles, CA 90095

Non-Emergency Assistance, please call UCLA PD at **(310) 825-1491**
To report a crime confidentially: **(310) 794-5824**

Emergency: 9-1-1

E-Waste: <https://www.seasshops.ucla.edu/shipping-receiving/>
UCLA Policy 131: <https://www.adminpolicies.ucla.edu/pdf/131.pdf>
UCLA Student Conduct Code: <https://deanofstudents.ucla.edu/individual-student-code>