

THE UNIVERSITY OF TEXAS
SCHOOL OF LAW

FACILITIES QUESTIONS AND ANSWERS FOR
STUDENTS, STUDENT ORGANIZATIONS, AND JOURNALS

10/23/2009

FACILITIES OVERVIEW

Q. What is "Facilities?"

A. The Law School Facilities Department works with University and outside organizations to administer, preserve, and renew the infrastructure of the School of Law. Some of its services and responsibilities are:

Copier/printer paper staging and distribution.

Design and renovation projects.

Disabled access issues.

Driver authorization for UT vehicles

Facility space survey.

Faculty office assignment assistance.

Faculty parcel distribution.

Fire safety liaison and fire warden program coordination.

Furniture use and allocation.

Incoming mail distribution.

Insurance for equipment and fine arts.

Key and card access authorizations.

Long distance access code coordination.

Outgoing official U.S. Mail and UPS processing (charged back to departments).

Mainframe printout pickup.

On-campus courier service.

Parcel distribution.

Property inventory and transfers, including surplus property.

Security coordination.

Service request processing to UT Project Management and Construction Service and Facilities Service.

Storage supervision.

Supplies assistance.

Telecommunications work order processing.

Transportation (moving) supervision.

Visitor parking permits and garage parking validation (charged back to departments).

Voicemail coordination.

Other matters affecting the law buildings, their infrastructure, physical contents, design, and planning.

Q. How do I contact Facilities?

A. Primary contact:

Rose Cumpian, facilities coordinator, 232-1971, Facilities Office, CCJ 1.306.

rcumpian@law.utexas.edu

Additional contact information:

Mike Horn, director, 232-1385, JON 2.200.

mhorn@law.utexas.edu

Stella Torrez, mail coordinator, 232-7801, Mail and Supply, JON 1.207.

storrez@law.utexas.edu

Elaine Pinckard, Communications Center coordinator, 232-1101, Communications Center, TNH 2.101.

epinckard@law.utexas.edu

Departmental email:

facilities@law.utexas.edu

Q. Where is Mail and Supply and how does it work?

A. Located in JON 1.207, Mail and Supply is a heavily used, multipurpose space and a critical component of the Law School infrastructure. Outgoing official U.S. Mail and UPS shipping are processed in Mail and Supply. The cost of mailing and supplies is charged back to the sender. Mail and Supply houses the stock of office supplies drawn upon for official Law School purposes by faculty, staff, and registered student organizations/journals throughout the law buildings. It also functions as central receiving for supply deliveries, including pallets of bulk paper, and has many other uses.

Note: Facilities is not generally responsible for ordering supplies, which instead are ordered through Purchasing (475-7573).

Q. What is the purpose of the Communications Center?

A. The Communications Center is the site of the Law School main switchboard as well as the distribution point for incoming official U.S. Mail and Campus Mail. It is located in TNH 2.101 and is open Monday through Friday, 8:00 a.m. until 5:00 p.m. Its mailboxes may be used for the distribution of memos and flyers to faculty, staff, and registered student organizations/journals. Only current faculty, staff, registered student organizations/journals, and University-sponsored projects can be assigned a mailbox in the Communications Center.

BUILDING LOCATIONS AND HOURS

Q. How do I keep from getting lost in this building?

A. The Law School is actually three buildings, and for wayfaring purposes the code contained within the room numbers is helpful to know. Room numbers n.1nn are in

Townes Hall (TNH), which is the original four-story structure, now the central and eastern sections of the law complex. Room numbers n.2nn are in Jones Hall (JON), which is the six-story structure at the west end of the Law School and contains the Jamail Center for Legal Research, Tarlton Law Library, and many of the faculty offices. Room numbers n.3nn are in the Connally Center (CCJ), which is the four-story annex where the Eidman Courtroom and most of the clinics are located, on the southeast side of the Law School.

Q. When does the Law School open in the morning and close at night? Is it open on holidays?

A. The building schedule for Townes Hall (TNH) and Jones Hall (JON) is as follows. Please note that it is subject to change without notice.

Monday through Thursday: 6:00 a.m. unlocked, 12:00 midnight locked.

Friday: 6:00 a.m. unlocked, 6:00 p.m. locked.

Saturday: 7:30 a.m. unlocked, 8:00 p.m. locked.

Sunday: 10:00 a.m. unlocked, 12:00 midnight locked.

Holidays: building closed, all exterior doors locked.

The building schedule for the Connally Center (CCJ) differs as follows:

Monday through Friday: 6:00 a.m. unlocked, 8:00 p.m. locked.

Saturday, Sunday, and holidays: CCJ exterior doors locked, but Saturday and Sunday CCJ can still be accessed through Level 2 corridor from TNH. Exception: to facilitate wheelchair access to CCJ Saturday special programs, the CCJ Level 1 west exterior door may be unlocked on the specific dates of those programs (only) if requested in advance.

Additionally, on skeleton crew days (only) during the Christmas holiday period, the buildings are open from 7:00 a.m. to 5:00 p.m. On all other days during the Christmas period, the buildings are closed and locked.

Note: Custodial Services unlocks TNH and JON in the morning and locks them at night. A University Police patrol carries out a periodic security check to assure that the exterior doors stay locked. The police may ask to see the identification of anyone found in the building after closing hours.

Q. So, who is authorized to be in the Law School after hours?

A. Only UT students, faculty, staff, and invited guests are permitted in the law buildings after closing.

Q. If I'm studying at the Law School at night and spot a problem, whom do I call?

A. If the problem is a police or fire emergency dial the UT emergency line at 911 (from a UT phone). If it is a non-emergency security problem, call the University Police at 471-4441. If it is a physical plant problem (water leak, electrical outage, etc.) call the Physical Plant after-hours trouble line, 471-2020.

CUSTODIAL

- Q. When do the custodians pick up trash and recycling?
 A. Pickup is every weekday in public areas, classrooms, conference rooms, and restrooms. Pickup is once a week in offices and office suites (“weekly detail cleaning day”).

**CUSTODIAL SERVICES
 FY03/04 CUSTODIAL CLEANING SERVICES INFORMATION**

CLEANING SERVICES & FREQUENCIES	AREAS TO BE SERVICED
<p>DAILY DETAIL CLEANING</p> <p>Floor cleaned (mop or vacuum), trash and recycle container emptied, and dusting.</p>	<ul style="list-style-type: none"> • Building entries: interior and exterior • Terraces, porches, patios, lobbies, etc. • Public corridors, stairwells and Elevators • Restrooms, dressing rooms, locker rooms, weight and exercise rooms • Child care areas
<p>DAILY TRASH SERVICE</p> <p>Empty trash and recycle containers. Clean chalkboards & replace chalk in classrooms.</p>	<ul style="list-style-type: none"> • Kitchens, break rooms, work shops • Laboratories (all) • Conference rooms • Classrooms and auditoriums • Library reading rooms and stack areas
<p>WEEKLY DETAIL CLEANING</p> <p>Floor cleaned (mop or vacuum), trash and recycle container emptied, walls cleaned and horizontal surfaces dusted.</p>	<ul style="list-style-type: none"> • Offices and office suites • Areas receiving Daily Trash Service (see above)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE
 CUSTODIAL SERVICES HELP DESK AT 471-5072.

Note: As shown in the table above, there are major distinctions between Daily Detail Cleaning and Daily Trash Service. Only lobbies, public corridors, restrooms, etc. receive both Daily Detail Cleaning and Daily Trash Service. Classrooms receive Daily Trash Service, which means that their trash and recycling receptacles are emptied every weekday--but classrooms do not receive Daily Detail Cleaning. Rather, they receive Weekly Detail Cleaning only, making it important for everyone who uses the classrooms to leave them clean and neat. Offices and office suites receive neither Daily Detail Cleaning nor Daily Trash Service, but rather fall entirely in the category of Weekly Detail Cleaning. A color-coded building map with the Weekly Detail Cleaning day for each area is available at:

<http://www.utexas.edu/law/depts/facilities/cleaning/byfloor.html>

However, due to urgent projects or temporary staff shortages the custodians are not always able to reach an area or to clean it completely on its designated weekly detail cleaning day. If an area is not cleaned on its designated day, it will be cleaned the next day.

Note: If the trash or recycling bin in your office or office suite becomes full before the weekly detail cleaning day, set it out in the corridor and it will be emptied that weeknight. Do not leave trash containing food in your office--remove it to a waste receptacle in a public area.

Q. There's water on the floor and someone could slip. Who do I call to get it cleaned up?

A. Calls for daytime custodial problems that impact health or safety can be made directly to the UT Custodial Help Desk (471-5072). Or contact Facilities (232-1971), which relays the report to Custodial Services.

Note: The daytime custodians cannot vacuum offices or do jobs except those related to health and safety. Other custodial tasks are up to the nighttime crew.

Q. I heard that paper left in office recycling baskets is thrown away as trash. Is that true?

A. No. According to Custodial Services, paper placed in recycling containers is recycled. Recycling and trash are coded by the type of bag: clear plastic bags for recycling, black plastic bags for trash.

Q. If we want to clean up our own area, can we borrow a vacuum cleaner from the custodians?

A. No. The custodians are not allowed to lend equipment, for reasons of accountability and staff resources.

FIRE SAFETY

Q. I read something about fire safety elsewhere on Campus. What is the Law School doing?

A. Facilities is in regular contact with the University Fire Marshal's office as well as UT Fire Safety Systems. As a result, a number of fire safety improvements have been accomplished or are in progress, including additional annunciators in TNH and JON, new exit hardware for the stairwell near the Tom Clark Lounge, and a newly organized cadre of fire wardens.

Q. If I see smoke or fire, whom do I call?

A. Call the UT emergency line (911) or the Austin Fire Department (9-911). Please inform Facilities as well.

Q. What are some safety tips in case of fire?

A. The following tips are adapted from the UT College of Natural Sciences fire safety program.

(1) KNOW where the exits are. An emergency is not the time to learn the building's floor plan. During an emergency evacuation, building occupants tend to leave the same way they came in, even if that route is threatened by fire or smoke. Don't make this mistake. Instead, leave by the nearest and safest route. You should know the two closest ways out from anywhere in the building. In a fire, visibility may be obscured and you may have little time to escape.

(2) Be aware of the nearest alarm pull station where an alarm can be initiated, and remember to call 911 or 9-911 if you see fire or smoke. The law buildings contain fire extinguishers, but use these with caution—it is usually better to evacuate and leave the fire fighting to the pros.

(3) When the fire alarm sounds, GET OUT. Take the stairs, not the elevator. Elevators may be programmed to travel to the ground floor and stay there upon activation of the fire alarm system. If not, they may take would-be escapees to the floor where the fire is, or get stuck between floors. Stairways in your building are your emergency pathways to safety. They're designed to keep smoke, heat and flame out for up to two hours, and they contain emergency lighting systems even if building power is off.

(4) Get down for life. Unless you're in the basement or the ground floor, go down to exit. You may have to go down through light smoke or haze in the stairway, but it's far superior to what you'll find elsewhere. Keep stairway fire doors closed and stairways and corridors clear. Fire doors in stairways are designed to block fire and its deadly effects. Propping them open endangers everyone in the building. If you see a fire door propped open in a corridor or stairway, close it. If you notice that a fire door isn't closing properly, report it at once to Facilities.

(5) Don't create a trap: keep your office safe. Don't increase your risk by clogging your office with papers or other items. High stacks of material may block sprinklers or smoke detectors, they may obstruct escape (or rescue), and they may burn. Simple good housekeeping is an important part of fire safety.

(6) Know what to do if you're trapped. If your exits are blocked by heavy smoke or fire, retreat as far as you can, closing (but not locking) as many doors between you and the fire as you can. If possible, call the Austin Fire Department (9-911 from a Campus phone) and give them your exact location. If smoke starts coming in, seal the door as

best you can. If you can open an exterior window, try to signal fire personnel, but be ready to close the window if smoke is drawn into your refuge.

Q. How do I know the fire alarm is not a drill or a false alarm?

A. It makes no difference as far as evacuating the building is concerned. If you hear the alarm GET OUT. Drills are announced in advance. False alarms occur from time to time, but never just assume that a fire alarm is a false alarm.

Q. Who are the fire wardens and what do they do?

A. During a fire drill or fire emergency, the fire wardens and deputy fire wardens can be identified by an ID hang tag. Fire wardens are assigned to each area of the Law School. Among their responsibilities are:

- (1) Directing occupants to fire exit stairwells for immediate evacuation.
- (2) Checking their areas for remaining occupants to ensure that the areas are evacuated.
- (3) If disabled occupants need assistance, the area fire warden escorts them to the fire exit stair and then notifies fire department personnel to assist in their evacuation from the building.
- (4) Serving as contact person for fire safety information.

Note: Facilities maintains the roster of fire wardens and deputy fire wardens in the Law School. Contact Facilities to find out who the fire warden is in your area. For the fire wardens in the Law Library, contact the library business office (471-7241).

Q. If it's just a fire drill [or a false alarm], why should I have to stop what I'm doing and leave the building?

A. Your cooperation is in the best interest of yourself and others. There is no way to tell the alarm due to a fire drill [or false activation] from the alarm due to a real fire. If you choose to stay and there is a real fire, you will be a casualty. In the course of your endangering yourself, you may endanger others. The fire wardens can ask you to leave, but they cannot make you leave. However, the wardens are required to report non-evacuees to UTPD officers stationed at the building perimeter, who can and will compel you to leave. If your evacuation becomes a police matter, disciplinary action may ensue.

KEYS

Q. How do I get a key to my journal office?

A. Organizations/journals are expected to participate in key control and security by authorizing only essential access to their spaces. Each organization/journal designates one officer to authorize keys for that entity. The officer compiles a list of students who need AND want keys, along with the room number the keys are needed for. *The list MUST include each student's UTEID AND full name as officially recorded with the University. Do not use nicknames and do not submit names that are incomplete or the list will be returned to the organization/journal officer for correction.* Individuals who

were previously issued a key permit should not be listed again unless the key was returned—two copies of the same key cannot be issued to a single individual.

To restate: for security reasons, permits can be issued only to individuals identified by UTEID and full name on the authorized recipients list compiled by the organization/journal officer who has been delegated this responsibility. After the officer has completed the list, he or she sends it to Facilities, which in turn generates the key permits and routes them back to the officer for distribution.

Each individual must then go in person with his or her permit and a UT photo ID to pick up the authorized key at Lock and Key Services, located in the Service Building, on 24th Street, about a block west of San Jacinto (note that Locks and Keys closes is open from 7:30 a.m. until 4:00 p.m.). Locks and Keys maintains a permanent record of which keys are issued to whom. This record is *never deleted* until a key is returned. A bar is placed on the record of any student who does not return his or her key(s) upon graduation.

Note: Keys to University of Texas locks are not an automatic entitlement. Law School key permits are issued at the discretion of Facilities in instances of demonstrated need. Failure to pick up a key before the permit expires may indicate lack of need for that key, and may result in denial of a replacement permit.

Q. So, key permits expire?

A. Yes. For security reasons a Law School key permit is valid for 14 calendar days from issue date. After that, Lock and Key Services no longer honors it. If a duplicate key permit has to be issued for any reason, it can no longer be routed to the organization/journal officer, but rather the issuee must pick it up in person at the Facilities office 24 hours or less prior to his or her going to Lock and Key Services. *Do not fail to use your key permit promptly. Failure to pick up a key after two permits have been issued is evidence that the key is not required, so a third permit will not be issued.*

Q. What are the conditions of key issuance?

A. From UT Lock and Key Services:

“Notice Regarding University Keys Issued Without a Deposit

“Keys are issued on the following conditions:

“It continues to be the property of The University of Texas at Austin.

“It is for your exclusive use and is under no circumstances to be loaned or transferred to any other person. Every precaution is to be taken to prevent loss of the key.

“If the key is imperfect or becomes broken, it is to be exchanged at the Office of Lock & Key Services. Making of duplicates is prohibited. (If broken, all parts of key must be returned.)

“The key is required to be returned by you to the Office of Lock & Key Services, Service Building 101, at the end of your term of appointment or upon a change in the assignment of space that occasioned its issuance.”

Q. Where do I turn in my keys after I leave the Law School? I heard that I’m required to do this.

A. Yes, you are required to return any UT keys, because they are the property of The University of Texas. You may turn them in to Facilities or UT Lock and Key Services. Returning them to Lock and Key Services in person is the faster means of having the key issuance removed from your record.

Note: If you do not return your keys, Lock and Key Services will keep in perpetuity a record of your name and the keys that were checked out to you.

Note: For additional details on key issuance, see “Key Issuance Guidelines for Student Organizations/Journals:”

http://www.utexas.edu/law/students/studentorg_keyissuance.pdf .

Q. I locked my keys in my journal office last night and the custodian wouldn’t let me in. How come?

A. Custodians are not allowed to open office doors for anyone, known or unknown. For after-hours key assistance, call the University Police (UTPD) at 471-4441 and tell the operator where you are. An officer will be dispatched to the scene. You will have to show the officer your UT photo ID and, after you are let in, your office key. The officer may try your key in the door lock. The key serves as proof that you are in fact authorized to be in that space. The officer will file a key assist report, a copy of which is sent to the Dean.

Note: UTPD will *not* respond to a key assist request due to keys left at home. They will respond *only* if you accidentally lock your keys in your office.

Note: If you lock yourself out during regular business hours, call Facilities. Again, be prepared to prove to Facilities personnel who you are, not only with your UT photo ID, but also with your office key. This is for the security of your journal or organization.

Q. I can’t get my door key out of the lock.

A. The lock may require lubrication, or it or the key may be worn or damaged. Working and jiggling the key out little by little usually succeeds. Pushing in on the cylinder with a thumb while pulling on the key with the other hand often helps. Be careful not to bend the key or it may not work at all next time. If the key still won’t come out, contact Facilities during a weekday, or call in a trouble report after hours to Physical Plant (471-2020). A key that is bent or worn can be exchanged at Lock and Key Services.

Q. I hear you provide key lockboxes to go on doorknobs for journal door keys.

A. No. Such lockboxes are contrary to UT policy. The University has the authority to cut off and remove any such lockboxes that it finds.

Q. I put my key in a lockbox on my journal door and now the box and the key are gone. Do you know anything about this?

A. No. Check with others in your organization. Remember that lockboxes are contrary to UT policy. Only the Dean and the personnel he designates are authorized to make keys available. Moreover, UT prohibits the lending of keys. By placing your key in a lockbox, you are disrupting the line of authority for key issuance. Therefore any consequences are at your own risk.

Q. I lost the key [or forgot the combination] to the lock on my student locker. How do I get the lock removed?

A. Contact the Student Bar Association (232-1391).

Note: According to UTPD, “depending on the quality, a combination lock can easily be defeated. We recommend a key-type padlock.”

MAIL AND POSTAGE

Q. What is the correct mailing and shipping address for the Law School?

A. School of Law
The University of Texas at Austin
727 E Dean Keeton ST
Austin, TX 78705-3299

Q. How does my organization pay for postage?

A. When official outgoing mail is processed for a student organization/journal, the postage is recorded and debited from the account of that organization/journal. Be sure to identify your organization on your mail or it cannot be processed.

Q. What are the deadlines for official outgoing mail?

A. For small quantities of mail (under 100 pieces), the mail deadline for same-day processing is 11:00 a.m. For larger quantities, please advise the mail coordinator, Ms. Torrez (232-7801), at least two days in advance and request instructions.

Q. How about UPS?

A. UPS picks up packages from the Law School around 3:30 p.m. weekdays. However, do not wait until the last minute or your parcel may have to go out the next day.

Q. Where can I mail a personal letter?

A. A USPS letterbox is located on East Dean Keeton Street, just outside the entrance to JON Level 1. Pickup time is 1:00 p.m., Monday through Friday. Federal Express, Airborne Express, and UPS Next Day Air drop boxes are located in the JON Level 1 lobby.

Note: USPS has posted the following notice on its letterboxes:

“Attention: 13-Ounce Rule.

“Stamped Mail over 13 Ounces Prohibited.

“Due to heightened security, all mail that bears postage stamps and weighs more than 13 ounces must be taken *by the customer* to a retail service counter at a Post Office.

“Failure to do so will result in the return of your mailpiece.”

Q. Can I have my personal mail delivered to the Law School?

A. Sorry, no.

Q. What happened to the stamp machine in the basement? Can I buy stamps somewhere else at the Law School?

A. The U.S. Postal Service unilaterally withdrew the machine because it did not have enough sales and therefore was not making enough money to justify servicing it. Postage stamps are no longer available for sale at the Law School.

OFFICE SETUP AND MAINTENANCE

Q. Can my student organization/journal get an office and a telephone?

A. Student organizations are not automatically entitled to an office, telephone, voicemail, and long distance access. Many more organizations exist than space to accommodate them. In fact, no space is presently available at the Law School. Requests for offices, cubicles, or file space should be made to the Student Bar Association. Office space is evaluated every spring by a committee of student organization/journal representatives, the SBA president, Dean Alex Albright, and Allegra Young. Requests for services must be processed through Facilities and routed to Financial Affairs for funding approval and an account number. Student organizations/journals are expected to pay for telephone service from their own funds.

Q. Can our journal office be repainted?

A.: Yes. Painting is done by a UT shop, which charges the organization/journal if the paint color is any but standard “Soft White.” Please allow plenty of lead-time, as the painters have many buildings to service.

Q. Our journal office needs furniture moved. How do I get this done?

A. Contact Facilities. Please note that moving may require a work order that is charged to the organization/journal. Lead-time may be a month or more. Some student organizations/journals elect to move their own furniture, and this is permitted if done carefully.

Q. Can my chair be fixed?

A. Usually. UT has a Furniture Shop that does repairs and reupholstering. Make a list of items to be repaired with their locations and send the information to Facilities, which will submit a work order.

Q. My journal needs to have a bulletin board moved.

A. This generally requires a work order to Physical Plant, which charges for moving the board as well as for any wall painting that is required as a result. However, small boards can sometimes be moved in-house, depending on the construction of the board.

Note: Facilities processes the Law School's work orders to UT Physical Plant (for painting, furniture repair, moving, etc.) and UT Telecommunications (for telephones and related services). Facilities first submits the work orders to Law School Financial Affairs for fiscal review. Any cost is debited from the organization/journal account. Facilities then transmits the work orders to Physical Plant or Telecom for scheduling. Facilities itself works very quickly, but has no control over response time after the requests leave the Law School. Physical Plant and Telecommunications serve the entire University and are not under the authority of the Law School. They must process requests from all across Campus and the Law School is in the queue along with everyone else. Typically, work orders take a minimum of four to six weeks to be filled. Physical Plant design projects require a lead-time of six months to two years. Project cost estimates may take three months.

Q. Where do I get office supplies for my journal?

A. As noted above, supplies are available in Mail and Supply (JON 1.207), for official use only. This is a Facilities office, but, as also noted above, Facilities does not order supplies. For supply orders contact Purchasing (475-7573).

Q. Can I hang a picture or calendar in my journal office?

A. Yes. Please use suitable hanging hardware.

ROOM USE

Q. Can I reserve a room for our study group?

A. Yes, but room reservations are not handled by Facilities. To reserve classroom space, call Student Affairs (232-1142). To reserve other space in the Law School, call Special Events (232-1112). To reserve space in the Library, call the Circulation Desk (471-7726).

Q. My group is meeting in a room we reserved, but we need a podium and some extra chairs. Can we get them from the next room?

A. If you borrow furniture, please be sure to put it back when you are finished. Someone will need the furniture where it was.

Note: Moving furniture back into place is not the responsibility of the UT custodians, and the Law School does not have enough staff to reset furniture on a regular basis. Students

must participate in caring for the spaces they use by putting furniture back where they found it.

Q. When are the classrooms unlocked in the morning?

A. Most of them are open by 6:00 a.m. on weekdays.

Q. Can we get folding chairs for our meeting?

A. Folding chairs may be available, although not from Facilities. Please contact the Special Events Department at 232-4604.

SECURITY

Note: Because the UT Law buildings are large, public, and very open, they have proven vulnerable to a variety of property crimes. Moreover, the University and the Nation are now living in a period of heightened security awareness. Facilities is responding through information, tightened procedures, and upgrades to the Law School physical plant. Nonetheless, the cooperation of students, faculty, and staff is essential.

Q. Cash has been stolen from two of the desks in my office suite over the last month. And:

Q. My roommate's laptop was stolen while he was studying at the Law School. I don't want this to happen to me. How do I protect my property?

A. You can help protect your property and your person by noting the following tips from college security sources.

(1) You are responsible for being aware of the security of your surroundings and for your own safety. Do not rely on the authorities or luck for protection. Only one person is guaranteed to be present when you are the victim of a crime: you.

(2) Keep your property well within reach at all times. Do not leave it and walk away for any reason! Be vigilant. You can become a victim of theft in less than a minute.

(3) If, like many students, you take a refreshing nap on a sofa in the Law Library, note this advice from UTPD: "Sleeping in public places makes you susceptible to criminals. Thieves know this---so should you."

(4) Do not rely on anyone else for the security of your personal property. If you share office space, you cannot trust that the office will be kept secured at all times. To prevent your property from being stolen from a shared office, you must lock your property in a desk or cabinet. When you leave your organization/journal office, lock the door. It takes a thief less than a minute to enter an unsecured office and steal an item like a laptop, purse, or backpack. If your office is on a lower floor and has windows, latch them.

(5) Keep a minimum of valuables in your area and keep them out of sight and locked up. Never leave cash, including change, in your desk. Never leave your wallet or purse unattended.

Note: If you are a student organization or journal that takes in and handles cash, open a bank account and make regular and timely deposits. Do NOT keep ANY amount of cash in your office. Offices do not have this level of security and keeping cash in them is an

invitation to crime. This cannot be overstated. Thefts of cash from student offices have occurred in the past and you can be sure they will occur again if your cash is there and not deposited in a bank.

(6) Treat your laptop as if it were your wallet or purse. Keep it with you, or secure it in a locked desk, cabinet, or locker.

(7) Maintain control over your office key. Never leave your keys lying around and do not lend them.

(8) Use key permits promptly. Immediately return to UT Lock & Key Services any Law School keys you no longer use.

(9) If you find an exterior door propped open, remove the object holding the door open and close the door. If the object is disposable, throw it away.

Note: From UTPD Crime Prevention Unit “Campus Watch.”

“A door lock is only as good as the people who utilize the door. All too often, people who do not have authorization to be in a building gain access to the building by following or tailgating someone who opened a locked door. Everyone must do their part to prevent this from happening. When you open a locked door to enter a building, hallway or room, make sure it closes and locks behind you. If the door does not close or lock behind you any thief (or worse) could enter the building. If someone is following you through a secure door and you do not know who they are, ask them if you can help them or ask them to use their key. If you do not feel comfortable confronting someone you do not know who follows you through a secured door, then place a telephone call to the UT Police Department at 512-471-4441 once the person walks away and report the person as suspicious.”

(10) Report lock, door hardware, and other security problems to Facilities (facilities@law.utexas.edu).

(11) Report all crimes, no matter how minor they may seem, to the University Police Department (UTPD). UTPD requires that the person who was the victim of the crime make the phone call—it will not accept a report from a third party. Also, report suspicious activity promptly to UTPD. If something does not seem right to you then it probably isn't. Try to give the police a good description of the suspect's clothing, shoes, height, weight, and any other details you can. This will help officers identify and apprehend the suspect. To reach UTPD in an emergency, dial 911 from a campus phone. To reach UTPD with non-emergency reports and inquiries, dial 471-4441.

Note: From UTPD Crime Prevention Unit “Campus Watch.”

“All too often, people believe their property will be protected if they remain in the same room as their unsecured property. I can't even count the amount of reports I have written in which the victim of theft was in the same room as their property when it was stolen. All it takes is a second of inattention and a thief will take ownership of your property.”

Note: From UTPD Crime Prevention Unit “Campus Watch.”

“Suspicious Activity: A UT student reported while she was walking to her on-campus job, a male subject began to follow her while driving an older white 4-door vehicle.... On two occasions, the driver pulled up next to her and asked her if she needed a ride. On the second inquiry, the student strongly declined the ride. At that point, the subject drove away. The subject was described as [description follows]. Occurred on 03-05-06 at approximately 11:30 PM.

“Crime Prevention Tip: The student in this case did a wonderful job. She was aware of her surroundings and recognized the suspicious activity. When needed, she showed a command presence and “strongly” stated her intentions that she did not want a ride. The only other suggestions I would have include carrying a cell phone and reporting suspicious activity as soon as it occurs and always do your best to avoid walking alone. To learn more about your self preservation, sign-up for the Rape Aggression Defense (RAD) program. This is a free course offered to female faculty, staff and student members. To sign up, visit the UTPD web page at: <http://www.utexas.edu/police/> “

- Q. I saw a suspicious person in the building. He looked like a transient. What do I do?
A. Suspicious or criminal behavior should always be reported. Please call the University Police switchboard at 471-4441. The police will want two things: (1) a description of the individual (height, weight, race, gender, and details of clothing) and (2) the location (building and room number or other information) where the individual was seen. An officer will be dispatched to investigate. See also this advisory from the UTPD Crime Prevention Unit:

“Reporting suspicious or criminal activity in a timely manner greatly enhances the police department’s ability to prevent criminal activity and apprehend those responsible for committing criminal acts. To further aid law enforcement, do your best to provide a good description of suspicious people and vehicles. Descriptions of people should include the following:

“Race, gender, approximate age, approximate height, approximate weight, hair color/length, clothing, any noticeable or identifying characteristics like facial hair, scars or tattoos. You should also provide the last known location or direction of travel of the person. A vehicle description should include the make, model (2-door, 4-door, pick-up etc will suffice), color, license plate number, any identifying marks like vehicle damage, bumper stickers etc, and the direction of travel.”

- Note: Use of the law buildings by transients is a gray area. On the one hand, they are public buildings. On the other hand, anyone, including a transient, who engages in suspicious behavior is subject to police action. See the following quotation from an Austin Police Department officer who is familiar with the local transient population:

“As with any other group, the transient/homeless community is made up of good persons and not so good persons. Many have lived on the streets of Austin for years by their own choice. Others have been forced onto the streets by mental illness, alcoholism, drug

addiction, poor personal choices, etc.... Many are really good people who have fallen on hard times and are trying to straighten out their lives. On the other hand, there is a large number who are career criminals. Can we as police officers and citizens differentiate between good and bad just by looking at them? I don't think we can.... My advice is to use good judgment and common sense. Just because they may appear harmless, they may not be.” (http://asnic.utexas.edu/~bennett/_cwg/is_hmlss.htm)

Q. What should be done about the graffiti I saw in the cafeteria elevator this morning?

A. The first thing is to call UTPD at 471-4441 and report the graffiti. An officer will be dispatched to investigate and prepare a report. The person who first discovers the graffiti should place the call and meet with the officer, though Facilities can also do so. After the officer is finished, please let Facilities know about the incident, so it can contact Maintenance and have the graffiti removed.

Note: UTPD Crime Prevention Unit “Campus Watch” has the following to say about graffiti.

“Graffiti is a problem for every community. In addition to being disrespectful to the owner of the property that is vandalized, graffiti can be an indication of a larger crime problem. Graffiti abatement can also be expensive to the property owners [and may cost hundreds of dollars in] property damage. The best way to stop graffiti is to be observant of the activity around you and report suspicious activity to the police department. Most people who commit graffiti do so to display their message or images. By having graffiti removed as soon as possible, it reduces the desire for someone to commit acts of graffiti in that location as their "work" will not be on display for long. Furthermore, there is a theory in law enforcement that states if less serious crimes such as graffiti and broken windows are not dealt with quickly then it gives the impression that the owners and habitants of the area do not care for the property. That perception leads to more serious crimes. If you see graffiti, take action to have it reported and follow-up on the action to make sure the graffiti gets removed.

“Additionally, ‘graffiti taggers’ will frequently mark over or by other graffiti. By removing graffiti as soon as possible, you remove the advertisement to taggers that the wall is a good place to leave their mark as it were. They like to see their work on a wall for long periods of time as they commit the offense to advertise their view or supposed artwork. By quickly removing the graffiti, you reduce the lure of that wall for such taggers.”

Q. Where is the lost and found?

A. There are several areas at the Law School where lost and found items are left. Items may be held at the Communications Center (232-1109), the Student Affairs Office (232-1140), or the Student Bar Association (232-1391). For items in the Law Library, a lost and found is located at the circulation desk (471-7726). For items lost on campus, the University Police maintains a lost and found office (232-9619 or 471-4441).

Note: A final tip from the UTPD Crime Prevention Unit.

“Preventing crime is not just something to do when you feel threatened--it is a habit; it is something you must work towards at all times You need to remain attentive at all times. I do not advocate being paranoid or afraid, rather you should be aware and prepared. You should be aware of your surroundings, other people's actions, possible escape routes you can use and your abilities. You should also be prepared to take action when needed. You need to be prepared to run away or to defend yourself if you cannot run away. Keep your distance from people who you do not know. If someone approaches you and does anything that makes you feel uncomfortable; i.e. mumbling to themselves or making statements that do not make sense, then leave the area as soon as you can.”

TELEPHONES AND VOICEMAIL

Q. How do we get a phone in our office?

A. Apply to Facilities, which reviews the request and, if approved, processes a work order, which is first routed to Financial Affairs for funding authorization, and is then routed to UT Telecommunications. If the telephone is authorized, the cost is debited from the organization/journal account.

Q. Why is it taking so long to get a phone installed in my journal office?

A: UT Telecommunications fills orders as they are received, but is responsible for thousands of phones throughout Campus. Therefore the turnaround may be several weeks or more. The Law School can request an expedited response but has no authority over Telecommunications.

Q. We want to use a cordless phone. Is this okay?

A. No. Use only the telephone equipment that UT provides. Recently Telecommunications charged one of the journals for repairing a serious disruption of service that resulted from an unauthorized telephone.

Q. My phone cord broke. What do I do?

A. Facilities can submit a work order to have the broken equipment replaced. Please note that Facilities does not have spare parts and cannot repair equipment.

Q. Where is a public telephone I can use?

A. Two free phones are available on the east wall of the Tom Clark Lounge (TNH 2.103). A pay phone is located in the alcove adjacent to the Communications Center (TNH 2.101).

Q. What happened to most of the pay phones?

A. SBC removed them because they were not making money. Usage of pay phones is down due to the increased use of cell phones.

Q. Where do I get help with voicemail?

A. Call Ms. Cumpian at 232-1971 or UT Information Technology Services at 475-9400.

MISCELLANEA

- Q. Can you help me with a copier problem?
A. Yes, if the problem involves paper resupply. For copy paper call Ms. Torrez at 232-7801. However, office equipment purchases and repair are administered by Purchasing (475-7573) rather than Facilities.
- Q. Does Facilities provide and maintain the computers?
A. No. Computers are administered by the Computer Information Center (232-1230).
- Q. A vending machine took my money. How do I get a refund?
A. The vending machines are under the aegis of UT Parking and Transportation Services. Refunds can be requested on-line at the following URL. Be sure to make a note of the machine number, which is on a placard on the front of each machine.
- <http://www.utexas.edu/parking/services/vending/refund/>
- Q. There are ants in my area. Can someone help?
A. Contact Facilities, which will report the problem. Keep in mind that UT Pest Control personnel start work at 2:00 p.m. and do most of their work after business hours in order to cause the least disruption. They may not be able to respond until late in the day or the next day.
- Q. Why were the trees cut down on the North Patio? I really liked them.
A. The trees were either dead, dying, or stunted, and had lived out their expected lifespan in that environment. Although they were replaced with trees of the same species (Bradford Pear), UT Landscape Services deepened the tree wells to improve growing conditions and allow the new trees to grow better and live longer. The project was accomplished at no cost to the Law School.
- Q. Can my journal get things from UT Surplus Properties?
A. Yes. The procedure is to travel to Pickle Research Campus, Building P45 (Physical Plant Warehouse), on Fridays from 7:30 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. Have your UT ID ready if asked. If you find something your office requires, mark it with the building (TNH for Townes Hall or JON for Jones Hall) and your exact room number. UT Transportation will deliver the item to you within about two weeks.
- Note: UT Surplus Properties is an available resource, but keep in mind that items are usually surplus due to damage, wear, or obsolescence.
- Q. When and where can I buy my course packets?
A. During approximately the first week of the spring and fall semesters, a branch of University Copy Centers (UCC) is temporarily set up in JON 1.207 (Mail and Supply). You can buy your materials there at that time. At other times, please call UCC (471-1615) for information.

Note: UCC is not a Law School office. UCC and Mail and Supply are entirely separate operations and cannot perform each other's work. Please do not ask UCC personnel for help with mail, and do not ask Mail and Supply personnel to help with course packet sales.

Q. Where can I smoke?

A. According to the UT-Austin Revised Handbook of Operating Procedures, smoking is prohibited in a University building or vehicle and within 20 feet of a building entrance or air intake. So you need to smoke outside these areas. This policy applies to all faculty, staff, students, and visitors at The University of Texas at Austin.

Note: Cigarettes are a fire hazard, and cigarette butts are litter if not discarded properly. In many areas around the Law School, sandurns are provided for the safe disposal of cigarette butts. Please use them.

Q. I'm parked on Campus and my car battery is dead. Can I get help?

A. UT Parking and Transportation Services offers battery assistance as follows:

“Battery assistance. One of the services provided by Parking and Transportation Services Enforcement section is the Longhorn Auto Assistance Program (LAAP). This service includes battery assistance. When you get in your car and find the battery is dead, call UTPD Dispatch at 471-4441 and request a battery assist. Please give the make and model of your vehicle, license plate, color and how long you will be with the vehicle. The response time will depend on what the PTS vehicle is doing at the time of the request. Every effort will be made to give a speedy response.

“Please stay with your car in a safe location. You will be required to sign a liability disclaimer before services are rendered. PTS parking enforcement attendants have received training in Auto Assistance procedures, but are not considered mechanics or experts in this field. If you take issue with signing the disclaimer, please call off-campus vendors.”

Q. I'm parked on Campus and locked my keys in my car. Can I get help?

A. UT Parking and Transportation Services offers locked car assistance as follows:

“Locked car assistance. One of the services provided by Parking and Transportation Services Enforcement section is the Longhorn Auto Assistance Program (LAAP). This service includes locked car assistance. When you discover that you have locked your keys in your car, call UTPD Dispatch at 471-4441 and request assistance. Please give the make and model of your vehicle, license plate, color and how long you will be with the vehicle. The response time will depend on what the PTS vehicle is doing at the time of the request. Every effort will be made to give a speedy response. This service is available only in the main campus area.

“Please stay with your car in a safe location. You will be required to sign a liability disclaimer before services are rendered. PTS parking enforcement attendants have received training in Auto Assistance procedures, but are not considered mechanics or experts in this field. If you take issue with signing the disclaimer, please call off-campus vendors.”

Q. Why are all these war posters hanging in the hallways? Isn't that warmongering? And why is the Law School spending money on art?

A. The Law School does not buy art. A law alumnus, the late Elton M. Hyder, Jr. (Class of '43), put the posters there because he did not like war. Mr. Hyder was a naval officer during World War II and was afterward a special prosecutor at the International Military Tribunal for the Far East (“Tokyo Trials”). He was well aware of the nature of war. From his experiences he believed the lawyers of tomorrow could prevent future wars through the administration of justice. By placing the war posters here he hoped to remind law students of their obligation to humanity.

Q. So, this rich guy had a warehouse full of stuff and sent it here to save money on storage?

A. No, absolutely not. Mr. and Mrs. Hyder purchased each item—in particular each item of antique furniture and each oil painting—expressly for the place it now occupies. In this way, the Collection was woven into the fabric of the building, one source of its visual strength. The Hyder Collection never existed anywhere else.

Q. Why are all the Hyder Collection portraits dead white men?

A. The portrait subjects are dead because the Hyder Collection holds very little that dates after World War I. Not all of the subjects are men. The Hyderys collected images of female subjects whenever possible, for example Elizabeth I and Mary, Queen of Scots. Many war posters represent women in work and service roles that were advanced for the time. In any case, the portraits were not acquired because the subjects were dead, or white, or men, but purely for the contributions the subjects made to law and history. If we eliminated these subjects, we would blot out history itself. It should perhaps be added that Mr. Hyder himself is now a dead white man, though he was alive when he founded and built the Collection.

Q. What are the antiques in the hall outside the Dean's Office?

A.: Again, they are part of the Hyder Collection. They are mostly Italian and French ecclesiastical chairs and choir stalls. They add beauty, warmth, and interest to the area, and they reflect Mr. Hyder's personal interest in the historical relationship between church and state.

Q. Who are the Hyderys and why did they place the Hyder Collection here?

A. Mrs. Hyder is a UT alumna. Her genius for design and her eye for quality have brought the Hyder Collection its fame as a work of installation art that transforms the interior of the law buildings. Mr. Hyder was a Law School alumnus (Class of '43) and life trustee of the Law School Foundation. Their generosity to the Law School is legendary.

Q. I see that every Hyder Collection item has a nameplate that says "Ex Coll. Elton M. Hyder, Jr. Don't the plates cause damage? Also, what does "Ex Coll." mean--was Mr. Hyder a colonel?

A.: The nameplates show that the pieces are part of the Hyder Collection. They are attached by small fasteners that do little if any harm. "Ex Coll." is an abbreviation for "ex collectio," that is, "from the collection of." As a matter of fact, though, Mr. Hyder was a colonel, in that he held the rank of lieutenant colonel in the U.S. Army during his service in the Tokyo Trials.

Q. I like the modern art and other flag items in the Connally Center. Are they part of the same collection?

A. No. They are the Levinson Collection, on loan from Cynthia and Prof. Sanford Levinson. The art in the Levinson Collection inspires from its flag motif as well as from the taste and excellence of its selection.

Q. How can the Law School afford the new statues in the Connally Center?

A. The statues were presented to the Law School as much-appreciated gifts.