



David Geffen School of Medicine

Building Access and Limited Access During Off Hours – Geffen Hall

PURPOSE:

To provide a safe and secure environment for DGSOM students, faculty, and staff to pursue academic, administrative, and support activities.

POLICY

General Access

- The Geffen Hall complex will have general access Monday through Friday from 6 am to 7 pm (excluding holidays). The gates on the B level (from Le Conte) and 1st floor (from Switzer Plaza) will be open during this time.
- Faculty, staff and students are asked to wear their UCLA ID Badges on the upper third of their body and ensure it is visible.
- Restricted areas will have proximity control settings and access will only be provided with authorization.

Night, Weekend, and Holiday Access

- During nights (7 pm to 6 am), weekends, and holidays, Geffen Hall will be accessible via proximity card access only to DGSOM faculty, staff, and students with approved authorization.
- The 3rd and 4th floors will be off limits except to those building occupants who have offices on these floors.

Visitors/Guests

- During general access hours, all visitors and guests must be escorted by their faculty/staff/student host or sign in at the B Level Security Desk where they must show identification and receive a visitor's badge.
- During nights, weekends, and holidays, a maximum of two guests per host is allowed. Guests must be signed in by security at the B Level Security Desk. Visitor passes will be provided by the security officer after guests sign in and show appropriate identification. If the officer is on patrol throughout the building, hosts should contact 310-267-7100 to ask for assistance.

Special Events and Meetings

- Special events and meetings including outside guests need to be pre-approved by the Dean's Office. Guest lists must be provided and security will check guests in via a single point of access.

Security Posts and Rounding

- Security will be posted at the B Level Security Desk during general access hours. Officers may leave post to respond to specific requests for service in Geffen Hall or for emergencies.
- At 7 pm, security will lock perimeter gates and ensure that all doors are secured. At 6 am (weekdays), the gates will be re-opened.
- Security will conduct patrols and rounds of the building (internally and externally) from 7 pm to 6 am daily. During these rounds, faculty, staff, and students should present identification when asked. Security will escort individuals out of the building if proper identification is not provided.

General Building Policies

- The building is to be used to support DGSOM faculty, staff, and student education and administration. All occupants and visitors should ensure that their behavior is consistent with this mission and does not negatively impact other occupants.
- Occupants should ensure that all areas they use, including common areas, are cleaned and straightened when they depart the area. This includes ensuring that trash and recycling are disposed of in appropriate bins and furniture is reset to its appropriate place.
- Bathing is prohibited in Geffen Hall bathrooms.
- The Student Lounge is for the exclusive use of DGSOM students (and approved faculty and staff for administrative purposes). Guests are not permitted in the Student Lounge.
- Alcohol is not permitted in the building unless pre-approved by the Dean's Office for special events.
- Sleeping and sexual behavior are not permitted.
- Requests to use Geffen Hall for special events or events outside of curricula must be submitted for approval by the Dean's Office via Assistant Dean Joyce Fried.
- Proximity card access is established via requests to Health Sciences Security (proxcardaccess@mednet.ucla.edu email box) by an authorized requestor. The request should include the name of the occupant, their University ID number, and 5- or 6-digit proximity card number (on the back of the BruinCard ID). Authorized requestors are approved through the Dean's Office.
- Individuals who are found in the building without appropriate identification, in unauthorized areas, or engaging in inappropriate behavior will be escorted out of the complex by security personnel.

Room Schedules

- Unlocked from 6am to 7pm
 - All Standard Classrooms
 - B-09, B-11, B-13, B-15
 - A-01, A-04, A-06, A-09, A-11, A-13, A-15, A-17
 - 102, 104, 106, 108, 115, 117, 119, 121, 144, 146, 152, 154, 156
- Unlocked from 8am to 5pm
 - Conference Rooms
 - 112, 113, 122
 - 207, 210, 213
 - 309, 311
 - Special Classrooms
 - 148, 150 (with extended access for students)