

Groups Staying at Friday Harbor Laboratories

Welcome! We'd like to make your stay at FHL as comfortable and productive as possible. Please review the information here and if you have any questions, check with the folks in the Front Office (Fernald Lab) Monday-Friday, 8 am – 5 pm (360-378-2165).

Checking In. When you arrive at the labs, you'll meet with your group organizer to receive your housing assignment and key (note: we don't generally provide keys for standard dorms and huts). You may check into your unit any time after 3 pm.

Checking Out. You may check out any time before 11 am. Upon departure, please leave your unit as you found it; remember to dispose of your garbage/recycling in the dumpsters outside and wash/dry your dishes. You may leave the key inside your locked unit or return it to your group organizer. If additional staff time is required for cleaning your housing unit beyond what is ordinarily needed, the group will be billed for the extra time.

FHL Caretakers. Outside of office hours, contact Michelle & Mike Herko at **360-298-0220 (cell)** or **360-378-3482 (home)**.

Emergencies. *In the event of an emergency, first call 911, then call the caretakers.* In case of fire, do not try to fight it yourself. For serious injuries, go to Peace Island Medical Center at 1117 Spring Street. For minor injuries, you can find first aid supplies in all laboratory buildings and the Stockroom; defibrillators (AEDs) are located in the Fernald Lab (first floor) and on the R/V Centennial.

Disaster response. In the event of a major emergency (tsunami, earthquake, fire, etc.), please meet in the main parking lot adjacent to the Whiteley Center and Fernald Lab.

Meal times in the Dining Hall

Monday-Saturday

Breakfast 7:45-8:15 am

Lunch 12:15-12:45 pm

Dinner 6:00-6:30 pm

Sunday

Brunch 10:00-10:30 am

Dinner 5:00-5:30 pm

Grills. Only gas grills are allowed on the apartment decks; charcoal grills are OK on gravel. Cooking fires are not allowed.

Laundry. Coin-operated washers and dryers are located on the first floor of Apartment Building A and in the Laundry Building behind the Dining Hall. The price is \$2.00 per load of wash plus 25 cents for 7 minutes of drying cycle (~\$1.50 to dry per load). You'll find a change machine for quarters in the Laundry Building. ***Linen exchange for FHL sheets and towels takes place every Thursday between 12:30 pm to 1:00 pm in the Laundry building, and is included in the price of housing.***

Moving furniture and more. Please don't move furniture, kitchen supplies, or bedding between buildings.

Camping (including sleeping in a recreational vehicle) is not allowed anywhere on campus.

Bathrooms. For those staying in Standard Dorms or Huts, there are men's and women's bathrooms with toilets and shower facilities in Dorm Buildings A & B and in the Dining Hall. A gender-neutral bathroom with toilet and shower is in the basement of the Fernald Building, in the corner next to the round concrete tanks.

Garbage & recycling. On-campus dumpsters are available for use by campus residents for trash and recyclables.

Requests for Repairs of Supplies. You can report any repairs needed in your housing or lab unit directly to the FHL Maintenance crew via our [Megamation](#) page. If your housing unit is in need of a light bulb, small kitchen appliance, or utensil, please contact custodial supervisor [Lee Ann Walch](#). Note that we do not provide consumable items (e.g. toilet paper, trash bags, and cleaners) to kitchen units, beyond an initial supply.

Use of Dining Hall & Commons. After using the Commons or Dining Hall for gatherings, please return furniture to its place and dispose of all trash & recyclables into the dumpsters behind the buildings. If you are in the buildings after 10:00 p.m., keep the noise down in consideration of people trying to sleep in nearby units. As with all public spaces on campus, alcohol is not allowed in these buildings without prior approval from the UW and purchase of a WA State Banquet Permit.

Wild Animals and Pets. The FHL campus is a biological preserve. ***Please do not feed wildlife.*** Foxes and raccoons become bold and nip fingers, and birdseed will attract rats. ***Dogs and other pets are not permitted on campus.***

Cars & Parking. You may bring a car on campus; parking permits are not required and there is no parking fee. Note the ***campus-wide 10 mph speed limit***, and drive with great care! Be aware of pedestrians and bicyclists, and keep a special eye out for small children playing on campus. ***Park only in designated parking areas.***

Bicycles. Bicycles are welcome at FHL but are not permitted inside any of the buildings. There is some storage space under cover. We recommend that you use a bike lock. Besides bringing your own bike, you may rent bicycles from several places on island.

Phones & FAX. Phones for outgoing local calls are located in the upstairs and downstairs foyers of the Fernald Lab. Phones for local and long-distance (credit card) calls are located between Dorm A and the Commons, and in the apartment parking lot. We have a fax machine (number: 206-543-1273) in the Fernald Front Office.

Mail. You may leave postage-ready, outgoing envelopes for the USPS in the Fernald Front Office or the mail slot in the Fernald foyer; mail will be taken to the Friday Harbor Post Office Monday-Friday at 11:30 am. If you are expecting mail or packages, please notify the front office and provide your email address. You can check for items delivered by USPS in the Fernald Lab foyer, on top of or inside mailboxes sorted alphabetically by last name. Deliveries from FedEx and UPS/DHS will be in the stockroom; we'll email you if a package arrives there for you.

Computer Facilities. You may use the common-use iMacs in the Computer Lab, Lecture Hall, or Library. All common-use iMacs have the same login: username **fhlguest**, password **fhlguest**. You may enter the Computer Lab after hours with a keypad code (ask your group organizer). The Lecture Hall mini-lab is locked after 10 pm and reopens early in the morning.

WiFi and Using your own Computer. Before connecting to the FHL wireless network, be sure you've applied all critical updates and security patches for your operating system and have up-to-date virus protection. Wireless access points are available throughout most of campus, and **the wifi network password for all of them is Myt1lus?** (note the numeral 1). If you move from one location to another on campus, you may need to switch access points. Our bandwidth is limited, so please be considerate in using web-intensive products, and restrain from streaming video during business hours. To protect the performance of our network, we prohibit the use of distributed file-sharing programs like Limewire or Bit-Torrent at FHL.

Printers. For use of our printers/copiers, we charge 25 cents per side of color and 10 cents per side of black-and-white. After you've printed, please pay us in the Front Office.

Rowboats. Rowboats are available for research or recreational use, while motor boats are strictly for research purposes. ***In order to use a rowboat, you must first attend an orientation session*** (contact [Kristy Kull](#) to schedule). ***If you haven't rowed a boat here in 6 months or more, you must attend another session or check with Kristy for a refresher.*** Children under 14 must have a parent or guardian with them in the boat. Those 16 or older may check out a boat by themselves. Boats are not allowed out if there are small craft warnings or gale conditions. Upon departure, sign out on the sheet in the adult lifejacket shed on the pier; include your cell phone number on the sheet, and take your phone with you on the boat. A map hanging in that shed outlines the area (with a red line) in which rowboats are allowed. ***Everyone aboard any boat must wear fastened life jackets at all times*** and if you will be out after dark, you must carry a light.

If you row into town, you'll find a public dinghy dock at the foot of the main pier. While tied up to the dock, please pull the oars out of the oarlock and lay them inside the boat. ***When you return from an outing, your rowboat must be pulled out of the water and onto the dock***, placed upside down on the stack. After putting boat and oars back, return your life jackets and sign in on the sheet in the shed. ***Do not use boats while intoxicated.*** If you row to town and cannot safely return to FHL due to intoxication or other reasons, leave the boat tied up in town, walk back, and sign in on the sign-out sheet with a note about getting the boat later. You must then retrieve the boat the following day.

Children at FHL. Children (minors under 18 years of age) are allowed short visits to labs under direct, close supervision of a parent or authorized adult. [UW policy](#) states: "... children are not authorized to visit laboratories and shops, except as a participant in a formally sponsored tour or educational program, or as the guest and under the supervision of a parent who is a University student, faculty, or staff member... Children of University students, faculty, and staff members are not authorized to be in laboratories or shops on either an attended or unattended childcare basis." Children may be in offices or meeting rooms, but also only under direct adult supervision. Older children may visit the Dining Hall and library without direct supervision and may attend talks and certain other events if they are not disruptive. ***Children 12 and under on the dock must be directly supervised by someone 16 or older, and must wear life jackets.***

Laboratory Safety. If you are visiting a laboratory at FHL, please refer to the [UW Environmental Health and Safety \(EH&S\) Laboratory Safety Manual](#), whose rules are explained in detail on the [EH&S Laboratory Safety Checklist](#). Everyone at FHL must follow the guidelines on the Checklist. ***No food, beverages, food vessels, or utensils are allowed in laboratories*** (including computer labs).

Security. We suggest you not leave expensive items such as laptops and cell phones in unlocked common areas. Although FHL is a generally safe environment, we have had a few thefts each year.

Smoking & Fire Hazards. ***Smoking is not allowed inside any buildings and is allowed outdoors only at designated areas*** marked on our campus map. Fireworks and outdoor fires are not permitted anywhere on Lab grounds. Please do not disable your smoke detector. If it beeps to signal the battery is low, let the Front Office know and a new battery will be installed immediately. The burning of candles, incense or open flame-producing items in residential units is prohibited.

Firearms are not permitted on campus.

Alcohol and Drugs. Alcohol consumption is allowed for individuals 21 years of age and older in housing unit rooms. It is not allowed in public spaces such as the Dining Hall except during official events that have received prior approval from the UW and a WA State Banquet Permit. Please drink responsibly: improper use of alcohol, including loud and inconsiderate behavior, reflects badly on FHL and our mission for excellence in science and education. The UW policy reads as follows: "The University prohibits consuming of alcoholic beverages on University property, except in accordance with state of Washington liquor license procedures... The University also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances on University property... Violation of the University's alcohol and drug prohibitions is cause for disciplinary or other appropriate action." ..."In the ...residence hall communities, alcohol use is limited to those of legal age (21) and then only within the confines of a resident's room. The use of illegal substances is strictly prohibited in all residence halls. All University of Washington residence halls are 100 percent smoke-free."