Elevator Access Hours

There is no elevator access from the Concourse “C” Level and 4th floor to the 6th floor after 8:30 p.m., Monday through Friday, and after at 5 p.m. on Saturdays.

There is no elevator access from the Concourse “C” Level and 4th floor to the 5th floor after 6:45 p.m., Monday through Friday, and after at 5 p.m. on Saturdays.

Use the lobby elevators from the 835 Market Street entrance to gain access to the 5th and 6th floors.

Restroom Access

Visit the 6th floor Reception Desk to obtain the code to access restrooms on the 5th & 6th floors.

Printing at the SF State Downtown Campus

A print station is located in the computer Lab, DTC 595, on the 5th floor. Your SF State OneCard allows you to use the printer. Please go to [http://onecard.sfsu.edu](http://onecard.sfsu.edu) to add value to your SF State OneCard.

OneCard is the official SF State ID card used by students and the university community.

Your OneCard provides you with:
• Discounts at certain locations

Building Hours

• Monday — Friday: 8 a.m. – 9:45 p.m.
• Saturday: 8 a.m. – 5 p.m.
• Sunday: Closed

Elevator Access Hours

in the Westfield Centre
• Parking discount at the Mason/O'Farrell Garage
• Printing services

You may qualify for discounts through other entertainment or educational outlets, e.g., museums, movies or cellphone plans.

Computer Lab
(Room 595, 5th Floor)

The computer lab is exclusively for graduate business students. The password and computer lab door code changes every semester.

Visit the reception desk on the 6th floor to obtain the password or computer lab code; please have your SF State ID. Do not share the door code or password with others to assist us in maintaining a secure facility for your studies.

• Food and beverages are not allowed in the computer lab. There are no exceptions.
• Please log off after you have finished using a computer.
• For Wi-Fi access, log in to the SFState wireless network with your SF State student ID number and password.
• **Study Rooms**

DTC 670 is reserved for open study use M – F, 10 a.m. – 5 p.m. and 6:30 p.m. – 9 p.m.

This room is reserved Monday through Thursday from 5 p.m. – 6:30 p.m. for CoB Student Organizations.

All other classrooms on the 6th floor (DTC 607 – 610, 612 & 613) are available for Study Hall when classes are not in session. Refer to the sign outside of each classroom door for a schedule of Study Hall hours. Please note that availability is subject to change without notice.

If you need to reserve space for a special group project or event, please email mba@sfsu.edu with a detailed room request. We will make every effort to fulfill your request.

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**Reserve Textbooks and Course Materials**

Occasionally faculty members provide our office with a copy of a course textbook or course-related materials. Students can check out textbooks or materials for up to two hours at a time. Please stop by the 6th floor Reception Desk to inquire if the textbook or course material you need is available for check out.

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**Business Card Orders**

Official SF State business cards (250 cards per unit) are available for purchase online. To place your order, visit [https://commerce.cashnet.com/cobus](https://commerce.cashnet.com/cobus) and select **College of Business > Business Cards** to fill out your information.

Please allow two to three weeks for delivery to the SF State Downtown Campus. Please direct related questions to mba@sfsu.edu.

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**Bicycle Storage**

The Westfield San Francisco Centre offers SF State students free use of a bicycle storage room on the C (Concourse) level of the building. Stop by the 6th floor Reception Desk to pick up a Bicycle Rack Usage Agreement and Access Request Form.

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**Parking**

**Closest Parking Garage**

**Fifth & Mission/Yerba Buena Parking Garage**

833 Mission Street (between 4th & 5th)  
San Francisco, CA 94103  
Call (415) 982-8522 or visit [www.fifthandmission.com](http://www.fifthandmission.com)

Open 24 hours, 7 days a week

**Discounted Public Parking**

**Mason-O’Farrell Garage**

325 Mason Street (at Mason & O’Farrell)  
San Francisco, CA 94102  
(415) 673-6757

The public garage is located at the corner of Mason Street and O’Farrell Street, three blocks from the SF State Downtown Campus. The garage is open 24 hours a day, seven days a week. Discounted Parking may be offered to SF State students. To receive the discounted rate, students should stop by the payment window and show their student ID, before they pay. Email Izzy Gan at downtowncenter@sfparkinginc.com to inquire about a discounted parking pass.
Safety Measures & Evacuation Procedures

When the building security systems are activated, you should:

• Take your cell phone and all valuables with you
• Evacuate the building toward the nearest green color exit sign
• Follow the green exit signs
• Keep to the right in hallways and stairways to allow access for incoming emergency personnel
• Do not use the elevators
• Students with mobility issues should go to the nearest Emergency Exit and wait at the top of the stairwell for Emergency Rescue Personnel
• Once you have exited the building, please wait at the 835 Market Street entrance for further instructions.

Please note: there are two sets of "Historic Stairs" located adjacent to the reception desk and next to Room 613 — these are not emergency exits.

Security System

Evacuate the building immediately if any one or combination of the following occurs:

• Alarm sounds
• Flashing light activates
• P.A. announcement or verbal direction

Earthquake Procedures

• Remain calm
• Seek cover under a desk or table: drop, cover and hold on.
• Stay away from glass windows, shelves and heavy equipment
• Do not exit the building as it may be safer to stay inside the building, unless the building threatens to collapse
• Protect yourself at all times
• Be prepared for aftershocks

Community Service Specialists

We have two community service specialists that assist in the security of our downtown campus: Miguel Reyes during the morning shift, and Djajadi Pamudji in the evening shift. In case of an emergency, they can be reached on the cell phone they carry: (415) 314-7005. Don’t hesitate to notify them of any suspicious behavior, particularly if staff members are gone for the night, and please follow any directives they may have.