

## Building Hours Process

Through coordination between Facilities Management, University Police, and Risk Management Services the following procedures have been established for building hours through the calendar year. The building hours will be responsive to the academic schedule for each time of instruction, and other reservable spaces within the administration of Campus Event Services.

The intent of this procedure is to ensure campus access as appropriate while considering the security of our buildings and their occupants. There are four time periods of building hours

1. The Academic Schedule of green days on the green and gold calendar.
2. The Summer Session, (related to the beginning of summer instruction and conferences)
3. Holidays, gold days on the green and gold calendar.
4. Academic Breaks (spring break, periods between summer and academic semesters)

Each of these schedules will first be considered as the baseline schedule and each may be adjusted as needed to support university programs.

For access to buildings outside of posted building hours, key credentials can be arranged for individuals through a campus department using Facilities Management Key request process. through

Building hours will be posted on the Facilities Management website. And will include each of the four periods on the schedule. The academic schedule, green days on the green and gold calendar, will be adjusted one month prior to each academic instruction period (Fall, Spring and Summer).