

Approval Date: June 27, 2005

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Parent Policy: [Lands and Buildings Security Policy](#)

## Building Hours of Operation Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Director, Building Infrastructure/Senior Information Officer
<b>Approver:</b>	Associate Vice-President (Operations and Maintenance)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The times at which perimeter doors are locked and unlocked are determined by the primary department or faculty in each building. These designated times change in the fall, with the start of the Academic year, and in the spring, with the end of classes. Temporary changes to hours of operation for special functions may be made by the department. Building and Grounds Services (B&GS) a division of Operations and Maintenance, is responsible for locking and unlocking all entrances and hallway doors on campus at the appropriate times.

### Purpose

To outline the steps required to alter the regular hours of operation of University buildings

## **PROCEDURE**

### 1. REGULAR HOURS

The Office of the Registrar notifies B&GS of any changes to the building hours pertaining to centrally controlled classrooms.

### 2. TEMPORARY CHANGES

When using space within a specific department or faculty for a special function outside of regular building hours, the following procedure must be followed:

- a. The designated administrator for a Department or Faculty (i.e. Professor or APO) must contact the Maintenance Desk at 492-4833 with the following information:
  - i. The designated administrator must verify that they have the authority to alter the security of the building in question
  - ii. Date and time of function.
  - iii. Exact location of function.
  - iv. Type of access required (e.g., entrances, areas, elevators etc.).
- b. Depending upon the circumstances, fees may be charged for the above service.

## **DEFINITIONS**

There are no definitions for this Procedure. [[▲Top](#)]

**FORMS**

There are no forms for this Procedure. [[▲Top](#)]

**RELATED LINKS**

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