

Building Hours General Operation Guidelines **Calendar Year 2009**

Guiding Assumptions

- Guidelines on which Public Safety, Facilities Management and Classroom Scheduling operate during the calendar year, primarily applicable to College of Liberal Arts & Sciences/General Assignment Classroom buildings. *However, alternative building access needs may be requested of Work Control Center and/or Public Safety which overrides guidelines outlined below; for example, Library, Pomerantz Center or Pappajohn Business Building special requests.*
- All buildings in lock status for duration of weekend (Saturday and Sunday included) IF University holiday falls on either Friday or Monday.
- During break or interim sessions where daily business hours occur, courtesy unlock hours are provided, one hour before/after normal work hours, 8 am-5 pm. Therefore, building unlock hours provided at 7 am- 6 pm, unless otherwise approved by Work Control Center.

January

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday throughout conclusion of winter session and beginning of spring session. Note there is no interim period between winter and spring academic sessions.

All electronic general assignment classrooms locked down in winter session until first day of spring session unless otherwise specified for session activities.

Exceptions:

- New Year's Day – University Holiday under locked status unless alternate arrangements identified. Note: All buildings in lock status for full duration of weekend (Saturday and Sunday included) IF University holiday falls on either Friday or Monday.
- MLK Day – University Holiday, Monday, under locked status in addition to duration of weekend (Saturday and Sunday) unless alternate arrangements identified.

February

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

March

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

Exception:

- Spring Break Week – All buildings operate under daily business hours approximately 7 am - 6 pm, Monday thru Friday. Saturday and Sundays are locked status unless alternate arrangements identified. All electronic classrooms in general assignment pool are locked down.

April

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

May

Building unlock / relock schedules operate under regular building hours *first week or two of the month* based on academic calendar according to master hours table in Work Control Center, Monday-Sunday.

Work Control Center circulates finals memo to campus with building unlock instructions for final examinations week. Rule of thumb, all academic buildings housing classrooms as well as all general assignment classrooms unlocked Monday – Friday of exam week until 9 pm. Classroom Scheduling will notify Work Control Center of any necessary building access needs after 9 pm.

Due to 3 week summer session schedule of courses, no longer considered an interim period in May. Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday. No disruption of building access between spring and summer session.

All electronic general assignment classrooms locked down during 3 week summer session only unless otherwise specified for session activities.

June

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

All electronic general assignment classrooms resume regular classroom hours at 8 week summer session start according to master hours table in Work Control Center, Monday-Sunday.

July

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

Exception:

- Fourth of July – University Holiday under locked status unless alternate arrangements identified.
Note: All buildings in lock status for duration of weekend (Saturday and Sunday included) IF University holiday falls on either Friday or Monday.

At conclusion of 6 and 8 week summer session in July (or 1st of August), building hours shift to (August) interim hours beginning Saturday following the close of the session. Saturday and Sundays are locked status.

August

At conclusion of 6 and 8 week summer session in August (or July 31st), building hours shift to (August) interim hours beginning Saturday following the close of the session. Saturday and Sundays are locked status.

All buildings operate under daily business hours approximately 7 am - 6 pm. Saturday and Sundays are locked status. All electronic classrooms in general assignment pool are locked down until start of fall session. This time frame is the only true interim period during the calendar year, referred to as August interim.

Upon first day of fall session, building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

September

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

Exception:

- Labor Day – University Holiday, Monday, under locked status in addition to duration of weekend (Saturday and Sunday) unless alternate arrangements indentified.

October

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

Work Control Center will circulate Homecoming memo to campus with building unlock instructions for those facilities located on parade route.

November

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday.

Exception:

- Thanksgiving Break Week, including University Holidays (2 days) – All buildings operate under daily business hours approximately 7 am - 6 pm, Monday thru Wednesday. Thursday-Sunday locked status unless alternate arrangements indentified. All electronic general assignment classrooms are locked down.

December

Building unlock / relock schedules operate under regular building hours according to master hours table in Work Control Center, Monday-Sunday, *first week or two of month* based on academic calendar.

Work Control Center circulates finals memo to campus with building unlock instructions for final examinations week. Rule of thumb, all academic buildings housing classrooms as well as all general assignment classrooms unlocked Monday – Friday of exam week until 9 pm. Classroom Scheduling will notify Work Control Center of any necessary building access needs after 9 pm.

All electronic general assignment classrooms locked down after close of final exam week at 9 pm until first day of spring session unless otherwise specified for winter session activities.

Exception:

- Winter Break Week, including University Holidays (2 days) – All buildings operate under daily business hours approximately 7 am - 6 pm. University Holidays & Saturday and Sundays are locked status unless alternate arrangements indentified.

Significant Dates 2009

Winter Session 2008-2009	Monday, December 29, 2008 – Sunday, January 18, 2009
New Year's Day	Thursday, January 1, 2009
MLK Day	Monday, January 19, 2009
Spring Session 2009	Tuesday, January 20 – Friday, May 8, 2009
Spring Break	Saturday, March 14 @ 5 pm – Sunday, March 22, 2009
Spring Finals Week	Monday, May 11 – Friday, May 15, 2009
3 Week Summer 2009	Monday, May 18 – Friday, June 5, 2009
8 Week Summer 2009	Tuesday, June 9 – Friday, July 31, 2009
6 Week Summer 2009	Tuesday, June 23 – Friday, July 31, 2009
4 th of July	Saturday, July 4, 2009
August Interim	Saturday, August 1- Sunday, August 23, 2009
Fall Session 2009	Monday, August 24 – Friday, December 11, 2009
Labor Day	Monday, September 7, 2009
Homecoming	Saturday, October 10, 2009
Thanksgiving Week	Saturday, November 21 @ 5 pm – Sunday, November 29, 2009
Fall Finals Week	Monday, December 14 – Friday, December 18, 2009
Winter Break Week	Saturday, December 19 – Sunday, December 27, 2009
Winter Session 2009-2010	Monday, December 28, 2009 – Friday, January 15, 2010

Created December 18, 2008

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Change in Building Approval Process Guidelines

Established January 8, 2009

A group meeting between representatives of the Department of Public Safety (DPS), Facilities Management (FM) and Classroom Scheduling was held on January 8, 2009. At which time, a workflow process for buildings that are manually locked/unlocked was approved to improve communication between the three departments. In order to facilitate communication lines it was agreed all steps of the approval process would be signed off by the reviewer's individual staff and department name for further questions or communication. In addition, Classroom Scheduling will be forwarded all building access requests for permanent changes, regardless if a general assignment classroom resides in the said building. Unanimous decision was in favor that all special unlock requests should have a minimum of 48 hours advance notice to ensure proper staffing levels. Every effort will be given to provide building access hours, normal or special, unless a campus incident arises which will take staff priority away from building unlock tasks.

Effective immediately, the approval process for *a one-time* change in building hours is described below:

1. The Building Coordinator and/or Classroom Scheduling sends access request to FM Work Control Center*.
<http://www.facilities.uiowa.edu/BldgCoord/directory.asp>
2. FM Work Control Center verifies that the request is valid and forwards it to Public Safety for approval. In addition, WCC copies Classroom Scheduling on requests not initiated by Classroom Scheduling for buildings that contain General Assignment Classrooms.
 - a. DPS will evaluate security concerns
 - b. Unlock requests for high security buildings will be strictly scrutinized. e.g. Spence Labs, Med Labs, Jessup Hall, Calvin Hall, Oakdale Hall (until UHL leaves)
3. After final approval, staff from either FM, DPS, or by some other means will unlock the building. DPS will notify Building Coordinator, WCC and Classroom Scheduling (for buildings that contain General Assignment Classrooms) only if request is denied.

* **NOTE:** As a courtesy, Classroom Scheduling will copy the building coordinator.

Effective immediately, the approval process for *a permanent* change in building hours is described below:

1. The Building Coordinator sends access request to FM Work Control Center).
<http://www.facilities.uiowa.edu/BldgCoord/directory.asp>
2. FM Work Control Center verifies that the request is valid and forwards it to Classroom Scheduling for approval, unless the request was initiated by Classroom Scheduling in consultation with the Building Coordinator, then WCC will send it to Public Safety.
3. After approval by Classroom Scheduling, access request is forwarded to Public Safety for approval.
 - a. DPS will evaluate security concerns
 - b. Unlock requests for high security buildings will be strictly scrutinized. e.g. Spence Labs, Med Labs, Jessup Hall, Calvin Hall, Oakdale Hall (until UHL leaves)
4. After final approval, staff from either FM, DPS, or by some other means will unlock the building. DPS will notify Building Coordinator, WCC and Classroom Scheduling (for buildings that contain General Assignment Classrooms) only if request is denied.

Shared Documents

- All parties will have access to the Building Coordinator list.
- WCC will e-mail the Master Building Unlock matrix monthly to Classroom Scheduling and Public Safety.

