Facility Openings/Closures
APM 2.03 (Reviewed 4/2012)

I. Academic Year
   A. During the time that academic classes are in session, custodians will unlock the entrance/exit
doors and classrooms of campus facilities prior to 8:00 am Monday through Friday. UDPS will
unlock and secure campus facilities all other times. At all times, UDPS is responsible for ensuring
the security of the facilities.
   B. Between 8:00 am - 5:00 pm, requests to open secured rooms will first be directed to the
department responsible for the room and then to UDPS.

II. Academic Breaks/Special Events
   A. Custodians will open entrance/exit doors to campus facilities prior to 8:00 am Monday through
   Friday.
   B. Campus departments will provide UDPS and the Physical Plant with a list of scheduled activities
   and UDPS will be responsible for opening rooms, classrooms, and offices and securing the
   facilities at the close of the event and of business day.

III. Holidays
   A. UDPS will be responsible for openings and closures of all facilities, classrooms and offices during
   regularly scheduled state holidays.

IV. Unscheduled Openings
   A. Requests for unscheduled openings after 5:00 pm. Monday through Friday and on weekends will be
   made to UDPS.
   B. Campus departments are responsible for providing UDPS with a list of students and/or student
   employees authorized to gain entry after hours and on weekends to classrooms, offices, or any other
   facility.

Primary Responsibility: Alpine Campus