

SUL ROSS STATE UNIVERSITY
A Member of the Texas State University System

SRSU Policy: Facilities

SRSU Policy ID: APM 2.03 Facility Openings and Closings

Policy Reviewed by: Executive Cabinet

Approval Authority: VP for Finance and Operations

Approval Date: November 1, 2023

Next Review Date: November 1, 2028

I. Academic Year

- A. While academic classes are in session, custodians will unlock the entrance/exit doors and classrooms of campus facilities before 8:00 am Monday through Friday.
- B. Campus Departments are responsible for ensuring the security of their respective departments, offices, and facilities at the end of each day.
- C. 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 shall provide a minimum 24-hour advance notice to UDPS and the Physical Plant with a list of scheduled activities. Campus Departments will be responsible for opening rooms, classrooms, and offices and securing the facilities at the close of the event and of the business day. If Campus Departments are unable to secure the facilities, UDPS and Physical Plant will be notified to secure the facilities.

III. Unscheduled Openings

- A. Campus Departments shall provide a minimum 24-hour advance notice to UDPS with a list of any person(s) authorized to gain entry after hours and on weekends to classrooms, offices, or any other facility. Campus Departments will be responsible for opening rooms, classrooms, and offices and securing the facilities at the close of the event and of the business day. If Campus Departments are unable to secure the facilities, UDPS and Physical Plant will be notified to secure the facilities.
- B. Campus Departments who schedule third-party vendors to perform maintenance or any other service must be onsite to authorize entry to university facilities and remain onsite to secure facility after completion of the service from the third party.

Primary Responsibility: Alpine Campus