Access During Normal Operating Hours Policy

POLICY: Access During Normal Operating Hours			
POLICY NUMBER:	420.05.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020	**Revised:**	
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	July 2021
REFERENCES: Facilities Use Policy			

Part 1. Policy Background and Purpose

Designated normal operating hours will vary throughout the year.

Part 2. Definitions

Normal business days are Monday through Friday excluding specific holidays and any other day the President may determine the facility closed (i.e., inclement weather, natural disaster, or another event). Hours are automatically adjusted for scheduled classes during which time the day will be extended until after the last class is dismissed.

Part 3. Responsibility

It is the responsibility of the President to determine hours of operation for WETCC campus buildings.

It is the responsibility of the Security Officer or designated staff member in their absence to ensure doors are locked/unlocked per the established schedule.

Part 4. Policy

Exterior doors are unlocked during normal operating hours as follows:

1) Drum Hall West exterior door (main entrance) is unlocked from 7:00 a.m. until 4:30 p.m. or until the last class has ended for the day.

2) South entrance door (administration) is unlocked from 7:00 a.m. until 4:30 p.m. each business day and can be accessed with the handicap switch; key card access is available after hours.

Other doors:

1) The North entrance door will remain locked for entry; the door is available for immediate exit.

2) The East door (library) is controlled by the Librarian, the alarm can be shut off as determined by the Librarian, weather dependent.

3) Customized Education East Door is unlocked from 7:00 am until 4:30 pm each business day and other times classes are scheduled. After hours, the key card access can be used.

4) Extension Office is controlled by the extension staff.

5) Gizhiigin is controlled by the ABE and Gizhiigin Arts Staff, the classroom is controlled by the WETCC Facilities department, as scheduled.

The exterior door lock/unlock schedule can be adjusted for special events.