

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### BUILDING HOURS

9.1.

REV 05/09

Facility Services

425.352.5466

### OVERVIEW

The University of Washington Bothell Building Hour Policy is designed to establish normal building access hours.

### POLICY AND PROCEDURES

Building hours are restricted to the operating hours approved and posted on each of the building entrances and the following link

<http://www.uwb.edu/facility/hours.xhtml>. Restricting building access hours will conserve energy and minimize the number of open and unlocked buildings, thereby enhancing the security of students, faculty, staff and equipment within university buildings.

During normal business hours the university's buildings will be open and in **occupied mode**. Outside of business hours, the buildings are closed and locked, and will be in **unoccupied mode**. In **unoccupied mode** the building lighting, heating, ventilation and air conditioning is shut down. There will be minimal safety lighting in the hallways, lighting in restrooms will be off and there will be no substantial ventilation, air conditioning or heating in the building.

To access buildings outside of the published operating hours, faculty and staff may utilize their magnetic swipe card (Husky card). These cards will open and unlock outer building doors as well as classrooms.

Building hours differ during summer sessions and breaks. The campus and its buildings will also be closed and locked during campus holidays and during closures due to suspended operations (e.g. significant inclement weather events). The university reserves the right to close or change the hours of operation in any or all facilities without advance notice if safety or security becomes a concern due to local, state, regional or national situations. In the event of closure due to safety or security concerns, scheduled classes, reservations and events may be relocated, postponed or canceled. The University will attempt to advise affected individuals of such closures as soon as possible after decision is made to close.