

Facilities and Campus Services 101: Building Access

1.0 Purpose

To provide policy for the opening and closing of buildings, which person(s) or department(s) is responsible for securing buildings, and to specify after-hours access of buildings.

This policy applies to all Anchorage-area facilities.

2.0 Definitions

Academic Building: buildings primarily composed of classrooms, labs, and academic departments.

Administrative Buildings: buildings that primarily house administrative and support functions.

Independently Operated Buildings: buildings where hours of operation and space use are controlled by a non-academic department, including, but not limited to, the Student Union, Wells Fargo Sports Complex, the Consortium Library, and all Business Services areas.

Main Anchorage Campus: the cluster of buildings generally along Providence Dr. and the west side of Elmore Rd., east of Lake Otis Pkwy and south of Northern Lights Blvd.

Scheduling Office: the Facilities Scheduling Office operated by Enrollment Management.

3.0 Policy

I. Opening and Closing of Buildings During Fall/Spring/Summer Semester Weekdays

A. Academic and Administrative Buildings

The University Police Department (UPD) and Facilities Maintenance and Operations are responsible for opening and closing most academic and administrative buildings.

Typical opening and closing of academic buildings is as follows:

- Open at 6:00 a.m. Exceptions: weekends, holidays, and breaks.
- Close at 10:30 p.m.

Administrative buildings are typically opened at 7:00 a.m. and closed at 5:00 p.m.

B. Independently Operated Buildings

Opening and closing times will be determined by their respective managers and the responsibility of this action will rest with the managers. These activities must be coordinated with UPD.

C. Off-Site and Leased Buildings/Spaces

Buildings that are owned or leased by UAA that are not located in the main Anchorage Campus but are part of the Anchorage service area are to be administered in the same manner as Independently Operated Buildings.

II. Opening and Closing of Buildings During Weekends, Holidays, and Semester Breaks

A. Weekends

- 1) Only buildings with classes or events scheduled and listed with the Scheduling Office will be opened. **Buildings with no scheduled classes or events listed with the Scheduling Office will remain closed.**
- 2) Independently Operated Buildings may be unlocked and opened to the public at times determined by their respective manager and the responsibility for this action will rest with the manager. These activities must be coordinated with UPD.

B. Holidays

- 1) On university holidays all buildings will be closed and secured. The general public will not be permitted entry without the specific approval of the Scheduling Office or the respective managers or directors.
- 2) Both the Facilities and Campus Services and UPD will be provided advanced notification by the Scheduling Office of any building that will be opened to the public during holidays. Event sponsors may be required to reimburse these departments for expenses incurred to provide holiday coverage and services.

C. Semester Breaks

- 1) Provided campus is open, between the end of one semester and the beginning of the next general building hours will be 7:00 a.m. to 6:00 p.m. Monday through Friday. Buildings will be opened during evening and weekend times for events approved through the Scheduling Office.
- 2) Independently Operated Buildings may be unlocked and opened to the public at times determined by their respective manager and the responsibility for this action will rest with the manager. These activities must be coordinated with the UPD.

III. After-hours Access

A. The only person(s) permitted to remain in a building after closing times are:

- Employees while engaged in university activities.
- Students engaged in university activities and who are directly supervised by current faculty or staff member.

- Graduate students who require access to a laboratory area, who have the same level of laboratory safety training as staff/faculty which has been validated by Environmental Health and Safety, and who have been approved by the Dean.
 - Construction and custodial contractors approved by Facilities and Campus Services.
 - Special event workers and patrons who are permitted to use the space.
- B. Employees who are in a building after-hours are liable for:
- The actions of any non-employee they assist in entering the building;
 - The security of the building, including the liability of any door that remains unlocked or open.
- C. All employees and students must have valid university identification, which will be subject to review as necessary.
- D. The only person(s) permitted to be in high-risk areas (e.g., chemical labs) after-hours are those employees who have the specialized training to work in that specific area and who have been cleared by Environmental Health and Safety.

IV. Closure Due to Emergencies, Hazardous Weather, or Other Unexpected Events

- A. In the event of building or campus closures for emergencies or other purposes the specific procedures announced at that time will be followed for all affected buildings.
- B. If an employee accesses a closed building despite a closure order the employee is liable for:
- The safety of themselves and any other person(s) they assist in entering the building;
 - The security of the building, including liability of any door that remains unlocked or open.

UPD will not assist in entering a building under a closure order.

This provision does not apply to Environmental Health and Safety, Facilities Maintenance and Operations, UPD, university senior managers, or any authorized personnel necessary to respond to the reason for the closure order.

V. Resources

- [Facilities Scheduling Office – uaa_rooms@uaa.alaska.edu](mailto:uaa_rooms@uaa.alaska.edu)
- [University Police Department](#)
- [Facilities and Campus Services](#)
- [List of Anchorage-area buildings](#), and whether they are main Anchorage-area campus, off-site, or leased.