

AFTER-HOURS BUILDING ACCESS

While Building Managers establish their building's schedule via S2 or the Building Management System, there will still be instances in which members of the Andrews Community request access to buildings outside of scheduled building hours.

Campus Safety will allow unescorted after-hours building access to **employees who work in that building only**. Other employees or students must have the permission of the Building Manager to gain after-hours access to a building. Such permission must be given directly to Campus Safety by the Building Manager. Campus Safety will provide Building Managers' names but not contact information so that individuals can request building access permission.

Campus Safety will provide escorted access to other employees and students for the purpose of item retrieval. In such cases, the Campus Safety Officer will escort the individual the entire time they are inside the building, identify the individual, and verify that the items being retrieved are that individual's property.

The following exceptions apply:

- Any VP or higher can request any building to be opened on campus.
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- Dining Services Catering can request their employees to have access to a building.
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- Any Academic Dean can request any building in their School to be opened.
 - Dean for School of Architecture/ Art & Design
 - Architecture Bldg.
 - Art & Design
 - Dean for School of Education
 - Bell Hall
 - Dean for School of Business
 - Chan Shun Hall
 - Dean for School of Distance Education
 - Griggs Hall
 - Dean for School of Health Professions
 - Marsh Hall
 - Harrigan Hall
 - Halenz Hall
 - PT Building
 - Johnson Gym
 - Beaty Pool
 - Dean of Libraries
 - James White Library
 - Dean of Seminary
 - Seminary (Tan Hall)
 - Dean of College of Arts & Sciences
 - Nethery Hall
 - Buller Hall

- Science Complex
- Harrigan Hall
- Marsh Hall
- Hamel Hall
- Agriculture
- Smith Hall

Request for unlocks- The office of Campus Safety is responsible for making sure all buildings on campus are secure. In the event that someone requests that a building be unlocked the following steps should be taken:

- If the building requested to be opened is on the building schedule, then open it.
- If the building requested to be opened is not on the building schedule then:
 - Identify if the individual is:
 - A Building Manager for that building.
 - A University employee who works in that building.
 - Or none of the above.
 - Take the following action based on the individual:
 - A Building Manager for that building.
 - Open the building.
 - A University employee who works in that building.
 - Open the building if they are present (they forgot their key).
 - If they are not present then a Building Manager authorization is needed.
 - Or none of the above.
 - Inform them that they need to contact a Building Manager.
 - The names of the Building Managers may be given to the individual, but personal contact information will not.
 - If there is some special circumstance where Officers believe that it is in the best interest of this Office and the University that the building be opened outside of this protocol, then Officers are to notify their Lieutenant to request assistance:
 - Wherein the Lieutenant authorizes the Officer to contact the Building Manager via their personal contact information or,
 - The Lieutenant authorizes the Officer to open the building.
- Exemptions