Building Hours

BUILDING SECURITY  The Washington State University Police Department maintains the security of University property. Police officers make after-hours security checks of buildings during the night, on weekends and on holidays.

BUILDING HOURS  Specific building hours are established for University buildings through discussions among the Assistant Vice President, Facilities Services, Operations, the Executive Director, Public Safety, and the primary building occupants.

Submit requests to establish or change building hours to the Assistant Vice President, Facilities Services, Operations via the cognizant area dean or equivalent administrator.

Normal Hours  Most University buildings are open from 7:30 a.m. to 5:30 p.m. Monday through Friday.

Individuals wishing to ascertain building hours should contact appropriate departmental personnel within the building. Facilities Services, Operations provides, upon request, a complete updated listing of all approved University building hours. Additional information is available from WSU Police; telephone 509-335-8548; or Facilities Services, Operations; telephone 509-335-9000.

RESPONSIBILITY  Responsibility for securing buildings is as follows:

- A Facilities Services, Operations custodian locks and unlocks exterior doors in accordance with established building hours.

- Department personnel are responsible for locking and unlocking all interior doors (except classrooms) that open into hallways.

- When a building is used after hours by authorized personnel, the user is responsible, upon leaving, to see that the interior doors entering into hallways AND the exterior doors are closed and locked. If a door does not lock, contact Facilities Services, Operations; telephone 509-335-9000; or notify WSU Police; telephone 509-335-8548.

AUTHORIZED ACCESS  The department administrator authorizes and issues an entrance key to each department employee requesting access to a building after regular working hours (see BPPM 50.25).
Building Hours

ACCESS (cont.) Personnel who do not have keys and require entrance to a University building must contact the WSU Police for access authorization.

Only authorized personnel may be in University buildings after regular working hours. Authorized personnel carry CougarCards as identification and show them to WSU Police and security staff upon request (see BPPM 50.24).