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Parent Policy: [Lands and Buildings Security Policy](#)

Building Hours of Operation Procedure

Office of Administrative Responsibility:	Director, Buildings, Technologies and Grounds
Approving Authority:	Associate Vice-President (Utilities and Operations)

Purpose

The times at which perimeter doors are locked and unlocked are determined by the primary department or faculty in each building. These designated times change in the fall, with the start of the Academic year, and in the spring, with the end of classes. Temporary changes to hours of operation for special functions may be made by the department. Buildings, Grounds and Environmental Services, a division of Campus Operations and Services, is responsible for locking and unlocking all entrances and hallway doors on campus at the appropriate times.

The purpose of this policy document is to outline the steps required to alter the regular hours of operation of University buildings.

Definitions

There are no definitions for this policy document.

Scope

Compliance with this policy document extends to all academic, support and excluded staff, postdoctoral scholars, and academic colleagues as outlined and defined in the *Recruitment Policy*; undergraduate, graduate students and post-graduate learners; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors / consultants; and volunteers.

Procedure

1. REGULAR HOURS

The Office of the Registrar notifies Buildings, Grounds and Environmental Services of any

changes to the building hours pertaining to centrally controlled classrooms.

2. TEMPORARY CHANGES

When using space within a specific department or faculty for a special function outside of regular building hours, the following procedure must be followed:

- a. The designated administrator for a Department or Faculty (i.e. Professor or APO) must contact the Maintenance Desk at 492-4833 with the following information:
 - i. The designated administrator must verify that they have the authority to alter the security of the building in question
 - ii. Date and time of function.
 - iii. Exact location of function.
 - iv. Type of access required (e.g., entrances, areas, elevators etc.).
- b. Depending upon the circumstances, fees may be charged for the above service.

Forms

- There are no forms for this policy document.

Parent Policy Suite

- [Lands and Buildings Security Policy](#)
- [Access Control Security Systems on Urban Campus Areas Procedure](#)
- [Building Hours of Operation Procedure](#)
- [Control Centre Alarm Monitoring and Response Procedure](#)
- [Lock Changes, Key Request, and Key Control Procedure](#)
- [Request for Access to Utility Service Corridors Procedure](#)
- [Video Monitoring Procedure](#)

Related Links

- There are no related links for this policy document.

History

- June 27, 2005 Approved.
- September 9, 2014 Editorial amendment.
- March 16, 2026 Editorial amendment. Formatting, office name and links.

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>