

1. ***Monday through Friday***

- Physical Facilities is responsible for unlocking the doors in the morning (typically between 6:00 am and 7:00 am) and closing the doors at night between 11:00 pm and midnight. Science III and Science IV are opened by our first shift custodial crew typically around 7:00 am.
- Note that classrooms that are alarmed are not routinely opened unless by special request.

2. ***Saturdays and Sundays***

- Physical Facilities utilizes R25 to determine which classrooms need to be locked and unlocked. Physical Facilities typically will unlock classrooms before 11:00 am and UPD unlocks them after 11:00 am.
- Science III and Science IV are opened by UPD on the weekends.