To: SJSU UPD Dispatch Center and FD&O Lockshop

From: Jinny Rhee, Associate Dean, Charles W. Davidson College of Engineering

cc: Shawn Bibb, AVP for Finance and Administration

Andrew Hsu, Dean, Charles W. Davidson College of Engineering

Peter Decena, Chief of Police

Frank Belcastro, Police Captain, Operations Division

Subject: REVISED Memorandum of Understanding, Engineering Building Hours for AY 2014-2015

This memorandum will serve as the policy on the open hours for the Engineering Building from August 21, 2014 to May 27, 2015. Summer hours will be set in a separate memo sent in Spring 2015.

**Weekday Hours (Monday through Friday)**

On weekdays, the doors listed below shall be open at **6:00am** and shall be locked Monday through Friday beginning at **10:00 pm**.

* All exterior doors, except those from the courtyard which open directly to the machine shops and lab rooms. Engineering personnel will keep the machine shops and lab exterior doors locked at all times, except when in use.
* Double doors to the courtyard (two doors facing the San Fernando St. breezeway and one near room ENGR 127A).
* The fenced gate to the courtyard facing San Fernando St., located between 7th and 8th St. is to be locked at **6:00 pm**.

**Weekend Hours (Saturday and Sunday)**

All electronically-controlled exterior doors shall be opened at **8:00am** and locked at **8:00pm**. All other doors are to remain locked. Currently enrolled SJSU students are allowed to use the building during the weekend open hours. Please see the section “Building Usage Policy” below for details. Faculty, staff or students with authorized key cards may enter the building at any time.

**Holiday Hours**

* The building will be closed in observance of the following holidays: Labor Day (September 1, 2014), Veteran’s Day (November 11, 2014), Thanksgiving (November 27-28, 2014), Winter Break Days (December 25-31,2014, January 1st, 2015), Martin Luther King, Jr. Day (January 19, 2015), César Chavez Day (March 31, 2015 and Memorial Day (May 25, 2015).
* During Winter Recess (Dec. 24, 2014-Jan. 20, 2015) working days, the building will be open only during regular non-holiday work hours, with no extended evening hours or weekend hours.

# Building Usage Policy

* Student weekday access. SJSU students are allowed to use the building and the computer/lab rooms that they have access to during weekday and evening building open hours.
* Student weekend access. SJSU students are allowed to use the building and the computer/lab rooms to which they have access from 8am to 8pm.
* After-hour permits. After-hour key cards are issued by Engineering academic departments to students who have special needs for accessing the building after hours. The permits allow students 24 hour access to labs for research work. Students are required to show their photo key cards when asked by UPD personnel. Information about these students is on file at the FD&O lock shop and their major department.
* Special Events. The College of Engineering periodically hosts special events and allows other campus units and student or professional organizations to use the building facility over weekends. A notice will be sent to the lock shop and UPD dispatch center at least 48 hours before the event by the department organizing the event, and an SJSU employee event coordinator will be on-site throughout the event.

**Final Exam Study Period**

During the following final exam periods, SJSU students will be allowed access to the building for study purposes until 2:00am without after hour key cards (student must be able to provide SJSU ID). Fall Semester Study Period/Finals Week: Dec. 11, 2014–Dec. 18, 2014; Spring Semester Study Period/Finals Week: May 14, 2015–May 22, 2015.