

DIVISION OF FACILITIES REQUEST FOR STANDING BUILDING ORDER

Please give specific instructions for unlocking/locking buildings for student access. On the lines provided below, list each day of the week that the order is to be in effect and the time for each day. REQUESTS MUST BE RENEWED EACH SEMESTER.

Starting Date: _____ End Date: _____ Specific Door(s): _____

<i>Building(s)</i>	<i>Day(s)</i>	<i>Time(s)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will Order Remain in effect during holidays? YES _____ NO _____ If no, give specific dates surrounding all Holidays for the postponement and reinstatement of the request:

Additional Information:

SIGNED: _____

(Dept Head or Faculty Advisor)

(Date)