

Institutional
Effectiveness and
Strategic Analytics

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Academic Program
Planning

To: Associate Deans

Academic Scheduling and
Space Management

From: Junelyn Peoples
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Accreditation

Assessment

Subject: Unlocking Door Procedures for University Lecture Rooms

Institutional Research

Accreditation Liaison
Officer

Dear Colleagues:

With the start of the fall 2021 semester, we would like to remind you regarding the procedures for a request to unlock University Lecture Rooms. **Please share this information with faculty and staff in your area, so they are aware of the unlocking procedures for these rooms.** FD&O will unlock all University Lecture Rooms daily for scheduled courses. Rooms which include an electronic lock will be programmed while those with a key lock will be unlocked by FD&O staff. Faculty/staff Tower Cards will also be programmed to allow you to unlock those lecture rooms controlled by an electronic lock, if needed. Should you encounter a University Lecture Room that is locked, departments and/or faculty are advised to contact one of the following service groups for assistance:

- Call FD&O Customer Service at (408) 924-1990 during regular business hours Monday thru Friday, between 8:00 am to 5:00 pm. Customer Service will dispatch a staff member to open any locked University Lecture Rooms. Please allow the FD&O staff up to ten minutes to respond following contact.
- If you are unable to reach FD&O Customer Service, please contact the University Police Department at (408) 924-2222 for assistance as dispatchers have contact information for FD&O managers who will work to resolve these issues as quickly as possible, including Saturdays.

IMPORTANT NEW INFORMATION

To improve safety, doors will remain locked every day and require the use of a Tower Card to gain entry to designated academic buildings*. Tower card access for faculty, staff, and students is automatically provisioned to these academic buildings allowing access to all main exterior door entrances. For these buildings, access is provided from 7:00 am - 10:30 pm Monday through Friday and 8:00 am - 7:00 pm on Saturdays. For additional access outside of the listed days/hours, a personalized access plan can be added by completing the FD&O [Card and Key Request](#) form. Please inform your faculty, staff, and students about this website <http://www.sjsu.edu/buildingaccess/>. For access information regarding other buildings not included in these academic buildings, please visit the interactive [Building & Services Open Map website](#).

Please let me know if you have any questions.

Thank you for your assistance and support.

*Academic Buildings: Faculty Office Building, Morris Dailey Auditorium, Tower Hall, Administration, Art, Boccardo Business Classroom Building, Business Tower, Central Classroom Building, Clark Hall, Dudley Moorhead Hall, Duncan Hall, Dwight Bentel Hall, Engineering, Health Building, Hugh Gillis Hall, Industrial Studies, Instructional Resources Center, MacQuarrie Hall, Music, Science, SPX Central, SPX East, Sweeney Hall, and Yoshihiro Uchida Hall

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