



# Unique Door Schedule

**ROUTING**  
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The standard schedule for facilities for external doors is to be unlocked and locked on weekdays at 7:30 AM and 5:30 PM. Facilities otherwise remain locked at all times. The standard schedule for interior doors is to be locked at all times. Check days below that will deviate from the standard schedule. If the change is temporary, fill out the Start Date and End Date fields. **DAYS NOT CHECKED WILL USE THE DEFAULT SCHEDULE FOR BUILDINGS. BUILDINGS ARE CLOSED FOR HOLIDAYS BY DEFAULT.** Note: Event cancellations require submission of a form requesting a temporary schedule. Otherwise, buildings will be unlocked during that time.

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_  
Requestor: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Permanent     Temporary    Building Name: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Room #: \_\_\_\_\_  
End Date: \_\_\_\_\_  
(if temporary)

Day							Open Time (Include AM/PM)	Close Time (Include AM/PM)
Sun	Mon	Tue	Wed	Thu	Fri	Sat		

Comments: \_\_\_\_\_

## SECTION 4: OFFICIAL APPROVAL

Building Authority - Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule Name: \_\_\_\_\_  Schedule checked against existing schedules for compatibility

Analyst, Information Mgt. - Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Order #: \_\_\_\_\_

Reset