INTRODUCTION

The purpose of this service guide is to inform the University community about Facilities and Services services, how they may be obtained, and what financial considerations are involved. Facilities and Services is a service organization established for the sole purpose of providing the physical environment and related services, which will best serve the primary objectives of the University.

The Facilities and Services operates on a budget derived from an annual allotment of appropriated funds, administrative fees, charges from services and supplies furnished to certain departments or activities, and the allocation of maintenance and repair funds by the Board of Regents for specific projects.

The current budget levels allow for support of existing programs at their current level only. All alterations, modifications, additions to facilities or services and/or changes in programs are the responsibility of the department or college requesting such changes.

The services furnished by Facilities and Services are the operation, maintenance, repair and remodeling of University buildings and grounds, and the operation and repair of certain types of equipment. Services include custodial service (with some exceptions) in academic, administrative and some research buildings, central mailing, U.S. mail delivery, moving service, trash collection and disposal, key and lock service, pest control, utilities operation and maintenance (including central control, steam, chilled water, electricity, water, sewer and natural gas), building and land inventory management, setups for special events, facilities engineering, liaison between the University and other organizations concerned with new construction, maintenance, repair and remodeling projects.

The complex financial structure of the University and the diverse activities and sources of funding makes the responsibility for financing services difficult to place at times. Many questions may be unanswered in this guide; however, this guide will give everyone a better understanding of the role Facilities and Services has in facilities and services support.

If you have questions, please call 688-4136 to get in touch with someone responsible for the coordination of the specific Facilities and Services service for the University.

Copies of this guide may be obtained from the Facilities and Services Office, Administration Building, Room 304, or by calling 688-4136. The full guide is available at facilitiesandservices.sdstate.edu.
FACILITIES COORDINATORS

The President, Vice Presidents, Deans, Directors and Department Heads or their designated representatives are those people authorized to request services, approve and forward written requests, coordinate the provision of services with Facilities and Services. Facilities coordinators act as Facilities and Services' contacts when utilities services must be interrupted. Facilities coordinators must work closely with Facilities and Services' staff to ensure that buildings operate as energy-efficiently and cost-effectively as possible.

Each department head is responsible for their assigned area including the unassigned adjoining space.

Although anyone can call Facilities and Services to report work orders, each department is asked to have one primary contact person. Typically this is an employee in the main departmental office. We ask that building needs are reported to this contact person so that there is one person, who is aware of ongoing work or problems that have been previously reported and can be used as a channel for information for the department.

UNIVERSITY POLICIES

Facilities and Services is responsible for all construction, renovation, maintenance, repair, and operation of facilities for buildings, grounds, utilities, and installed systems for South Dakota State University. To facilitate these responsibilities, the following University Policies have been established to minimize any misunderstanding or confusion when dealing with specific issues.

Animals

Due to potential damage, public health, and nuisance factors, NO animals (pets) shall be allowed in any academic or administrative facility unless these animals are in confinement cages and/or used for research. Horses are not allowed on SDSU main campus sidewalks, lawns/greens or flower beds. Riders who choose to ride on SDSU perimeter streets and parking lots must clean up after their animals. Only "Guide" animals are exempt from this policy.

Bicycle/Skate/Skateboard Policy

SDSU has a policy which is managed and enforced by the University Police Department, please contact them for specific questions. From a facilities standpoint, the use of any bicycle, skateboard or skate is prohibited inside any university building, on any ramp, stairs or loading dock, or on any grassy area.

Any unsafe operation of a bicycle/skate or any violation of this policy may result in a citation and fine. Call the University Police Department at 688-5117 to report unsafe bike operation.

Car Wash Policy

Car washes may be held on campus by University student sponsored organizations. The location will be determined by the Facilities and Services Assistant Vice President. Car wash events must be scheduled through the Central Scheduling Office, Room 150, in the University Student Union. The Central Scheduling Office will notify the University Police Department Office. Water will be furnished by the University. All other items such as hoses, buckets, etc., must be furnished by the sponsoring
organization.

Decorations

A. No candles or any other open flame will be allowed.
B. Only fire resistant materials can be used for any decorations.
C. No paper is allowed in or on light globes.
D. Nothing may be hung from the ceiling in public areas.
E. Nothing may be mounted or taped on exterior windows as they can break.
F. Only artificial Christmas trees may be used.
G. Only miniature lights bearing the UL label will be permitted.
H. All decorations must be placed away from heaters or other heat-producing devices.
I. Lights must be turned off any time the room is unoccupied.
J. Use of flammable materials for decorations will be avoided.

Digging Permits

Since most of the University's utilities distribution and telephone systems are underground, excavation or digging on the University Grounds must be approved in advance by Facilities and Services. Facilities and Services will coordinate all "One Call" notification for digging on campus property. Contractors and vendors are responsible for “One Call” notification calling for their digging. Sinking signs or stakes is prohibited unless approved by Facilities and Services.

Energy Star Appliances

In an effort to promote sustainability and energy conservation, SDSU is requiring that all on-campus equipment and appliance purchases have the ENERGY STAR designation. Almost all appliances available today are available with this label. This includes refrigerators, microwaves, washers, dryers, computers, etc. When purchasing any electronic device, be sure that it has the ENERGY STAR rating.

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping to save money and protect the environment through energy efficient products and practices. Items that have this designation mean they meet strict energy efficiency guidelines set by the EPA and U.S. Department of Energy.

Fires and Controlled Burns Policy

Facilities and Services Policy states that when there are any open fires or control burns, the University Police Department and the Brookings Fire Department must be informed and grant prior approval. When control burns are being conducted, the individual(s) assigned to attend the fire shall be equipped with a fire extinguisher and a shovel. At no time will any approved open fire or controlled burn be left unattended.

Instruction Space:

General Classrooms:
- No food or drink is allowed in general classrooms.
- These rooms are scheduled and controlled by the University.
- These rooms are generally left unlocked.
- Furnishings (desks, tables, chairs) should not be moved from room to room.
- Original room setup should be restored at the end of each class period.
- Facilities and Services provides instructor desk/chair and podium if applicable.
- Facilities and Services provides clock in each room.
- Facilities and Services will provide erasers, dry erase markers and chalk.
- Facilities and Services will provide standard window coverings (roll shades).
- ITS provides screens and equipment; please contact 688-6776 with questions.

Class Laboratories:
- No food or drink is allowed in class labs.
- These rooms are scheduled and controlled by a department (utilization is reported to Registrar).
- The department that schedules/controls these rooms is responsible for keeping the rooms locked.
- Furnishings are provided by department, including repair and replacement expenses.
- Facilities and Services will provide the standard window coverings (roll shades).
- Department furnishes erasers, markers and chalk.
- Department accounts fund lab services, including sinks and paper supplies.

Key Policy

A. General Information

1. Residential Life facilities are not covered by this chapter.

2. All SDSU buildings and rooms will be keyed to be included in a standard master/submaster system. Maintenance personnel with the need for routine or emergency/urgent access will be given that access through a master key. Approval for a unique or exclusive key core (off the master) will need Approval from the Assistant Vice President of Facilities and Services.

3. Keys can only be held by full-time employees unless extraordinary circumstances exist at which time the department head, dean, director, vice president, or President may authorize issuance of keys to part-time employees and students.

4. Facilities and Services only issues keys to departments, not individuals.

5. Master keys may be issued to employees who are in positions, which demand immediate access to departmental areas or rooms. Master key requests must be approved by the Assistant Vice President of Facilities and Services, Vice President of Administration or the President.

6. Exterior door keys may be issued to employees who require regular access to buildings at times other than regular working hours.

7. Temporary keys may be issued and shall be subject to this key policy.

8. A deposit may be required for all keys issued to individuals and/or firms not related to the University.

9. Roof Access keys, see Roof Access Policy (Chapter 1-6).

10. Keys will not be issued to occupants for building mechanical rooms or electrical panel boxes unless approved by Facilities and Services.

11. Appropriate prior notice must be given locksmiths by contractors, vendors and others working on campus that require access to buildings or rooms. Access may be delayed if locksmiths are
busy and may not be available immediately.

12. All keys must be checked out and returned at the Facilities and Services Office, AD 304.

B. General Procedures

1. The key requisition card is the basic documentation which must be completed and signed to provide for key issuance.
   
   a. To simplify the key issuing process, all key requests must be signed by the Dean, Director, or Department Head or their designee. A key requisition card must be received by Facilities and Services Office, Administration Building Room 304, before keys can be made.
   
   b. Each department is responsible for their own system for issuing keys, thus eliminating keys being returned and reissued by Facilities and Services. When an employee leaves, he or she should return his or her keys to the department, not to the Facilities and Services Office. These keys could then be reissued to a new employee.
   
   c. Blank key requisition cards are furnished by the Facilities and Services Office.

2. Keys may be picked up and returned to the Facilities and Services Office (AD 304), during regular workdays between the hours of 8:00 a.m. and 5:00 p.m.

3. Upon the return of keys to the Facilities and Services Office, the key requisition card will be maintained for 90 days and then destroyed.

C. Signatures, warranties and financial responsibilities

1. Keys will only be issued upon the written Department Head, Dean, Director, Vice President or President's approval. Their signature warrants the following:
   
   a. Responsibility for the key security of the room or area assigned;
   
   b. That the department budget will pay for the cost of security changes requested or made necessary in the event of lost or duplicated keys;
   
   c. That the exterior door key is permitted for access to the building or areas after hours;
   
   d. That the master or area master key is permitted for immediate access to multi-departmental areas.

2. The key recipient warrants the following:
   
   a. That all approvals are genuine;
   
   b. That the key shall be returned to the individual authorizing issuance of the key when employment with SDSU is terminated, or when the key is no longer needed, or when the authorizing individual directs that the key be returned;
   
   c. Assumption of financial responsibility by the recipient for any replacement key costs and related lock recombination costs resulting from his/her loss of the key;
d. Agreement that SDSU keys will not be loaned or duplicated.

D. Sanctions

1. Failure to return keys -- When a key is not returned according to the warranty, it shall be treated the same as a lost key.

2. Lost keys -- The following penalty may be invoked by the University to the department when a key is lost. Reimbursement is required for actual direct costs to SDSU for recombinating affected locks and replacing keys.

3. Duplicated keys -- If an SDSU key is duplicated by anyone other than the SDSU key shop, the University may recover from the key recipient and/or the involved department budget, the full cost of any action required to restore security to the area assigned by the duplicated key.

E. Padlock Policy: Only Best padlocks will be permitted when locking any facility area and/or room on campus.

F. Procedures for Non-University entities for obtaining keys: contact Facilities and Services Office 688-4136.

G. Roof Access Policy: No access will be allowed to any campus roof without special permission and without a Facilities and Services employee to ensure compliance with roof protection policy.

H. Building Mechanical Room Policy: Access to building mechanical rooms will be limited to Facilities and Services employees and cannot be used for storage by departments on campus.

Land Use Policy

All land on the South Dakota State University campus is leased or owned by the State of South Dakota. The land is under the jurisdiction of the Board of Regents. The Board of Regents delegates certain land use prerogatives to the President of South Dakota State University. The President has appointed certain committees to function as advisory boards to him. The Buildings and Grounds Committee is charged with the responsibility of advising the President regarding land use on the South Dakota State University campus. The President makes the final decisions regarding land use, subject to the approval of the Board of Regents. Once the decision regarding use of a parcel of land has been made, the parcel may be used only for the purpose or purposes approved.

If an individual, group, or official campus committee wishes to use land for a purpose significantly different from that which has been approved, a petition for land use classification change must be submitted to the Buildings and Grounds Committee through its chairman. The recommendation of the Buildings and Grounds Committee on the land use classification petition for change will be forwarded to the President for final approval.

Interpretations:

A. Land may be assigned for a specific use to a particular department. That department may continue to use the land for the purpose or purposes approved until such time as:
1. The Buildings and Grounds Committee recommends to the President a change in its land use classification and the President initiates the recommendation or . . .

2. The President initiates the decision to use the land for purposes other than the current land use classification.

B. At no time may a department, to whom a particular land parcel has been assigned for a specific use, use that land parcel for purposes other than that for which it was classified until the proper petition for land use classification change has been submitted and approved, as outlined above.

**Leased Facilities**

Maintenance and repair of leased facilities are typically a responsibility of the lessor. Where such services are not provided by the lessor, the Facilities and Services Department will provide services subject to the concurrence of the lessor.

Similar arrangements can be made for the renovation, alteration, or improvement of leased properties.

Facilities and Services assistance to leased facilities are typically provided on a reimbursable basis. In some cases, however, where facilities have been leased for education and general activities, Facilities and Services may be budgeted to provide routine maintenance, repair, and utilities services.

**Lost and Found**

All personal items found in the Administrative and Academic facilities and campus area (excluding HPER) should be turned into the University Police Department Office along with date, building, room or area of which the item was found. HPER, USU, Residential Life, and the Food Service have established their own "lost and found" policy and procedures.

**Pest Control Services**

Pest Control Services are provided through an annual contract derived by the bidding process. The contract runs from July 1st through June 30th of the following year.

The contractor shall coordinate their working schedule with the Facilities and Services Office. The contractor is required to inspect each facility or area at least once each quarter and more often, if necessary. The contractor will make scheduled stops the 1st and 3rd Wednesday of each month and may be called back when situation warrants.

When the departments are in need of Pest Control services, please call the Facilities and Services Office at 688-4136 to request the necessary services. These requests will be handled during the next visit of the contractor.

Custodians turn in pest control slips whenever they find any type of pest in their area.

Facilities and Services is responsible for all Academic and Administrative buildings. University
Student Union, Food Service, student residential areas, Diagnostic Laboratory, and Agricultural units will be billed for services as per contract. Any unusual request not covered by contract will be billed to the requesting department on an actual material/time basis.

Additional information may be obtained by calling the Facilities and Services Office, 688-4136.

**Pop Can Policy**

Due to storage and insect problems such as ants, pop cans may not be stored in University buildings unless stored in an appropriate container identified for pop can collection. Pop cans not found in appropriate containers identified for pop can collection will be removed by custodial staff and/or placed in collection containers. Clubs and/or organizations approved by Facilities and Services may establish pop can collection areas. See Chapter 1-9 for a copy of the agreement form which needs to be signed and returned to Facilities and Services for approval.
ALUMINUM CAN COLLECTION AGREEMENT

The ____________________________ club or organization of SDSU in agreement with the Facilities and Services agrees to abide by the following guidelines for the collection of aluminum cans on the SDSU campus in the following facility or area:_______________________________.

CLUB RESPONSIBILITIES

2. Clearly mark all containers with club logo or club name.
3. Properly identify containers “for aluminum cans only”.
5. Remove cans from containers at regular intervals.

FACILITIES AND SERVICES

1. Agrees to allow the placement of collection containers in University Buildings according to University and State regulations as set forth in the Facilities and Services Service Guide.
2. Will, in cooperation with the club, keep the area around the collection containers clean through our normal janitorial service.
3. Agrees to give the sole rights for the collection of aluminum cans placed in the containers to your club provided all conditions of this agreement are adhered to.

We hereby agree to the above conditions this ________ day of ____________, 20__.

______________________________  ______ _____________________
Club Name

______________________________  ______ _____________________
Club President    FACILITIES AND SERVICES

______________________________
Club Advisor or Dept. Head

______________________________
Title
Exterior Advertising, Posting and Markings

All exterior signage or advertising of any kind, temporary and permanent, must be approved through Facilities and Services. Notices or any other advertising materials may not be posted on campus hardscapes (walks, streets, benches, fences, retaining walls, buildings, etc.) as well as trees or light poles or fixtures. Any items that may/will become trash are not allowed. Examples of this type of items are balloons, paper posters or fliers on cars under windshield wipers. Signs, flags, and/or stakes are not allowed to be inserted into turf, sidewalks or lots on campus grounds. Facilities and Services must approve any digging or placement of stakes on campus grounds, and will coordinate appropriate utility locates, including locates for irrigation services. No permanent or temporary painting or marking of any kind is allowed on any campus fixtures, landscape items, walkways, streets or buildings. Specifically, marking streets and sidewalks with paint, markers or chalk is not permitted.

Scheduling & Planning Events on Campus:

All campus events are scheduled through Central Reservations (6127). Scheduling events or activities in general classrooms during normal school hours is done through the Registrar's office (6027). All non-class events must be scheduled using a SAARF (Student Activities Authorization Request Form). Exceptions are all athletic facilities and some events at Performing Arts Center. However, all departments should communicate with Central Reservations so that their schedule is accurate for all SDSU facilities. The SAARF form is generated from the Central Reservations office and facilitates good communication for all the offices on campus which can help make an event successful. This includes any events in buildings, parking lots, and on the greens.

This includes all events, university sponsored as well as non-university sponsored events. Please note that Music (for LMH and PC), Animal Science (for ASA), Athletics, Theatre (Doner Auditorium), ROTC, SD Art Museum, Student Union, food service locations, and the Performing Arts Center may have unique scheduling arrangements.

Planning through Central Reservations for all events, meetings and gatherings is important. Heating and cooling equipment is scheduled based on central scheduling information. So, if an area is not scheduled (therefore assumed to be unoccupied), the cooling or heating levels are adjusted accordingly. If an event, meeting or gathering is not listed on central scheduling, the most comfortable building environment may not be available. There are times when even if the equipment is started at or near the time of an event, it is not possible to get the temperature changed fast enough to accommodate the event.

Additionally, with advance notice through prescheduling through Central Reservations, other things can be done to ensure the facility supports your event. Additional cleaning, stocking of restroom supplies and snow removal may be done to support your event.

SIGNAGE & POSTING
Bulletin Board and Display Case Policy

Display cases assigned to and used by a department shall be the responsibility of the department. University display cases used by and for the University shall be maintained by Facilities and Services. All new display cases or bulletin boards must be approved prior to installation and meet Facilities and Services standards. Please contact Facilities and Services.

SDSU Publicity / Posting Policy

Information Exchange in the University Student Union (SSU 150) completes campus-wide posting approval. Any posters that do not have the Approved Information Exchange seal in the lower left corner will be removed.

To be approved, all posters must meet the following advertising guidelines:
- Events/services must be open to the SDSU community, relate to a university approved organization and/or activity, and show obvious and legitimate sponsorship by:
  - SDSU departments, offices or colleges
  - SDSU RECOGNIZED student organizations
  - Official SDSU committees
- Posters must have an English translation of anything in another language.
- Use of SDSU copyrighted images must be approved via University Relations Graphic Identity guidelines. Questionable use of images will be referred to University Relations for their approval.
- Any content on event postings related to upcoming elections must conform to all laws as regulated by SD Secretary of State Office.
- The fliers can NOT have the following: promotion of alcohol or other drugs, explicit sexual material, profanity, or ads that compete with Dining Services or the Bookstore
- Fliers may be posted as early as 6 weeks before the event.

Posting inside the University Student Union:
- Information Exchange staff will post only one copy of the poster in the designated location.

Posting outside of the University Student Union:
- All posters, advertisements, and announcements must have a seal of approval from the Information Exchange, the Union, before they may be displayed.
- Approved and sealed posters can be displayed only on designated bulletin boards, tack strips, etc. Selected locations will be coordinated with the appropriate departments within the building. See the Facilities Managers/Departments for designated areas.
- Posters may NOT be hung on doors, windows, equipment, glass doorways, or any other non-designated area.
- All posters need to meet fire code requirements; posters cannot cover more than 5% of any wall.
- Organizations must take down fliers after the event.
- Posters, advertisements, and announcements that do not relate to a university approved organization and/or activity will not be approved for display and if displayed without the approval of the University Student Union will be removed.

Residential Life Specifics:
- All flyers/posters/banners must be approved for posting by the CD/RHD, dated, and stamped with the hall name of the residence hall where they will be displayed, before they will be posted.
• With permission of the CD/RHD, materials may be left on a table in each building lobby for promotion of off-campus businesses or organizations. Such material must be consistent with Residential Life and university policies and philosophies.
• Organizations or individuals wishing to advertise or publicize in student mailboxes must follow guidelines noted in Residential Life “mail” and “solicitation” policy.

Exceptions to these guidelines are:
1. Student Body Elections
2. Hobo Day Activities

Signage Policy

Services provided by Facilities and Services (except self-financing entities)

A. Interior signage:
   1. Room numbers*
   2. Corridor Signs – Room Description & Occupant Name*
   3. Restrooms, General Identification, Directional signs
   4. Building Directory Boards (and updates)

B. Exterior signage:
   1. Building Identification
   2. Functional Area-Public Access (Approved by Buildings & Grounds 4-27-94)

C. Personnel Signage:
   1. Desk Plates*
   2. Name Tags*

*Sign funding is departmental responsibility.

INTERIOR SIGNAGE

All interior signage must conform to the ANSI Code as regards to the visually handicapped.

Sign Material

All signage shall consist of white lettering on an Azure Blue background. White engraving appliqué shall have a 1/32" profile with adhesive on the back side for adhering to 1/16" blue substrate. All appliqué letters shall be Helvetica font, with a finished letter height of 5/8". All lettering shall include both upper and lower case. All sign plates shall be 12" in length with variable width, and have square corners for placement in a standard 12" metal frame.

A.1: Room Numbers

Each doorway in a building shall have a 1½" x 3" black sign with white lettering in Helvetica font, which shall identify the room number of the entrance. These signs shall be centered on the door frame at the entrance of the room. If a situation occurs where there is not enough room for the above specified signage, Facilities and Services Sign Department will address each situation individually.
A.2: Corridor Signs

Room Description: Each room shall have in addition to the room number sign, an identifying sign, 3" (minimum) wide X 12" long. The sign shall be mounted 5'-0" above the floor to the center line of the sign on the latch side of the door. If there is insufficient wall space adjacent to the door, the sign may be mounted on the nearest adjacent wall where space for the sign is sufficient. The first required line of text shall identify the room number and the room function (ex. office, classroom, wet laboratory, etc.), the second required line, shall identify the room number and function in grade 2 Braille.

Occupant Name: The room occupant(s) will be identified on the corridor sign, below room identification sign and in alphabetical order, unless otherwise requested. Occupant names will include first initial and last name in Helvetica font on a 1"x12" sign with blue substrate and white engraved appliqué. Names will be listed only if occupant is classified as a professional employee or career service employee range 12 and above. No titles will be noted on the signs. Other room occupant signs will be installed if specifically approved by the Department Head. The department head has the authority to determine which Career Service employees would be eligible for installation of name signs at the office entrance. (Buildings & Grounds Committee established new policy, September 1989.)

Any special signage situation that arises will be addressed on an individual basis by Facilities & Services Sign Department. Signage guidelines for named spaces are addressed in the Policy on Naming Facilities, Programmatic Units or Other Entities.

EXTERIOR SIGNAGE POLICY

B.1: Building Identification

Campus buildings will have lettering displaying the name of the facility attached to the building facade. The metal lettering will be Times New Roman font in a finish that contrasts from its background. In situations where the building does not lend itself to exterior mounted signage, a post mounted sign will be located near the facility.

Post mounted signs can be either single or double sided, which will be determined by the needs of individual situations. Post mounted signs and supports shall be fabricated with aluminum and installed into poured concrete footers.

No lighted exterior signage will be put on academic or research buildings; also no flashing, mechanical, or moving signs will be permitted. Any exception will need the President’s approval.

B.2: Functional Area-Public Access

Functions within buildings that require extensive access from the general public may be identified on the post mounted building sign. If a post mounted building sign is not present, a second building sign may be installed with the building name and public facility with approval of the Buildings and Grounds Committee as necessary. Funding will be the department’s responsibility.

Smoke-Free Policy – Board of Regents

Effective November 19, 1992, smoking is prohibited in all buildings or portions thereof owned, leased,
or occupied by the Board of Regents except for portions of facilities which are occupied as residences. Smoking is not permitted in the common areas of residence halls or other multi-unit residences. For the purposes of this chapter, common areas include, without restriction: elevators, rest rooms, laundry rooms, recreation rooms, lobbies, corridors, stairways and building entrances and exits. Signs shall be posted at all entrance and exit ways of facilities stating the facility is smoke-free and that smoking is prohibited. Institutions are permitted to designate outdoor smoking areas.

1. Smoking is prohibited within twenty (20) feet of any entrance to campus buildings.
2. Smoking is prohibited in vehicles owned by the State.
Space Assignment Cost

General: Questions frequently arise regarding responsibility for the costs associated with moves approved by the Space Assignment Committee. The following policy will establish standard procedures for the billing and payment of relocation costs for individuals and organizational units on campus.

1. **Space Reassignment:** If a unit or department is assigned new or different space by the Committee or administration to meet institutional needs or to better utilize existing space, the unit will not be responsible for moving costs. The Vice President for Academic Affairs, for academic departments or programs, or the Vice President for Administration, for administrative units, will identify funds to pay moving costs before final approval is made to activate the move. Moving costs will include general services charges for the actual move and installation costs for telephones and computer lines. The appropriate Vice President will also identify funding for repairs or renovations such as painting, bookshelves, carpet, etc., needed to provide the unit with a new assignment that is essentially equivalent to the old space. Additional costs for renovations requested by the unit that upgrade the facilities are the responsibility of the unit that is moving unless a different arrangement is negotiated with the appropriate Vice President in advance.

2. **Voluntary Moves:** If a department, program, or individual requests new or additional space, and that request is approved by the Space Assignment Committee, the unit making the request will be responsible for all relocating costs associated with the new assignment. Those costs, including moving services, phone and computer line installation, renovation and repairs such as painting, carpet or shelving. The Facilities and Services Assistant Vice President may allocate maintenance and repair funds for renovation or repair costs if he/she determines that the requested work would normally be accomplished through regularly scheduled routine maintenance services.
CARILLON USE POLICY
October 1995

1. Carillon may be played at all University sponsored events.
   
   A. A Carillon Performance Request Form must be completed and submitted to the Facilities and Services for each event.
   
   B. No charges unless the request requires someone to be on duty or called in for operation of the system. Please refer to the Facilities and Services Service Guide for appropriate hourly charge-out rate.
   
   C. If console is to be played, it must have approval of Dr. Walker or Dr. Reynolds of the Music Department.
   
   D. The University reserves the right to review the music selections and to increase or decrease the length of the performance as deemed necessary.
   
   E. The Carillon may be played no later than 9:00 p.m.

2. Non-University sponsored events.
   
   A. Carillons will not be played for non-university events unless approved by the Assistant Vice President of Facilities and Services, Vice-President for Administration, Vice-President for Academic Affairs or the President.
   
   B. Charges:

<table>
<thead>
<tr>
<th>Time Duration</th>
<th>Charge</th>
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<tr>
<td>Up to 30 minutes</td>
<td>$10.00</td>
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<tr>
<td>30 to 60 minutes</td>
<td>$15.00</td>
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</tbody>
</table>
Carillon Performance Request Form

Name of Organization: ________________________________________________________________

Date of Performance: ____________________ Event: ________________________________

Time of Performance: ____________________ Length of Performance ______________________

Is performance to be: Automatic    Live  (Circle One)
(Automatic performance is controlled by Carillon system. Live performance is performed at the keyboard.)

If a Live Performance, do you have someone available to play the keyboard? ______ If yes, please list performers name and telephone number so that we may contact them about the system.
_______________________________________________________________________________

Type of Music to be played: (Select One)  General    Popular    Patriotic   Seasonal
        Alma Mater   Pomp & Circumstance

Remarks: ________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Approved By: _____________________________________________ Date: ____________________

GENERAL/POPULAR

Songs of Rogers and Hammerstein
  Climb Every Mountain
  Edelweiss
  Younger Than Springtime
  Carousel Waltz
  Do-Re-Mi
  People Will Say We're In Love
  Hello, Young Lovers
  Many A New Day
  Getting to Know You
  Whistle A Happy Tune
  Out of My Dreams
  You'll Never Walk Alone

Irving Berlin Selections
  Say It With Music
  Always
  Blue Skies
  Count Your Blessings
  A Pretty Girl
  Alexander’s Ragtime Band

What'll I Do
You're Just In Love
They Say It’s Wonderful
Sisters
Russian Lullaby
Cheek to Cheek

Popular Selections
  Ebb Tide
  Born Free
  All the Things You Are
  The Sound of Music
  My Favorite Things
  Moon River
  On the Street Where You Live
  O What A Beautiful Morning
  Tenderly
  If I Loved You
  Bridge Over the River Kwai
  September Song
<table>
<thead>
<tr>
<th><strong>SHINE ON, HARVEST MOON</strong></th>
<th><strong>BY THE LIGHT OF THE SILVERY MOON</strong></th>
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<td>Lara's Theme</td>
<td>Wunderbar</td>
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<td>Autumn in New York</td>
<td>Sunrise, Sunset</td>
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<td>Sixteen Going On Seventeen</td>
<td>Anniversary Waltz</td>
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<td>Close To You</td>
<td>Fly Me To The Moon</td>
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<tr>
<td>Fascination</td>
<td>Michelle</td>
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<td>I Could Have Danced All Night</td>
<td>Hey, Look Me Over</td>
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<td>Autumn Leaves</td>
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<td>Lullaby of the Leaves</td>
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<th><strong>CLASSICAL SELECTIONS</strong></th>
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<tr>
<td>Jesu, Joy of Man's Desiring</td>
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<td>Humoresque</td>
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<td>Pavane</td>
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<td>Liebestraum</td>
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<td>Walter's Prize Song</td>
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<td>Battle Hymn of the Republic</td>
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<td>God of Our Fathers</td>
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<td>Eternal Father Strong to Save</td>
</tr>
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<td>This Is My Country</td>
</tr>
<tr>
<td>When Johnny Comes Marching</td>
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<tr>
<td>Home</td>
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<td>Mine Eyes Have Seen the Glory</td>
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<td>Anchor's Aweigh</td>
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<td>Caisson's Song, The</td>
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<td>National Emblem March</td>
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<tr>
<td>I'm A Yankee Doodle Dandee</td>
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<td>Air Force Song</td>
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<td>Marines Hymn, The</td>
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<td>God Bless Our Native Land</td>
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<td>O Come All Ye Faithful</td>
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<td>It Came Upon the Midnight Clear</td>
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<td>Joy to the World</td>
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<td>Good Christian Men Rejoice</td>
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<td>God Rest You Merry Gentlemen</td>
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<td>The First Noel</td>
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<td>The Christmas song</td>
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<tr>
<td>You're All I Want for Christmas</td>
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<tr>
<td>Christmas</td>
</tr>
<tr>
<td>White Christmas</td>
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<tr>
<td>I'll Be Home for Christmas</td>
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<tr>
<td>Blue Christmas</td>
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<tr>
<td>Let It Snow, Let It Snow</td>
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<tr>
<td>Rudolph the Red-Nosed</td>
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<td>Dance of the Sugar Plum Fairy</td>
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<tr>
<td>Pomp &amp; Circumstance</td>
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<td>SDSU Alma Mater</td>
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HISTORIC BUILDINGS AND GROUNDS

The University's buildings have been the focus of preservation efforts in recent years. The Assistant Vice President of Facilities and Services and his designated representative for the historic buildings and grounds works with the local and state historic preservation agencies to provide guidance and direction for repair, renovation, and restoration of the unique cultural legacy represented by these nationally recognized architectural structures.

Efforts have been made to preserve some of the University's historic buildings and grounds. The Facilities and Services will provide guidance and direction for repair, renovation, and restoration of facilities.

Campus facilities that are listed on the National Register of Historical Places include:

- Coughlin Campanile
- Coolidge Sylvan Theater
- Wecota Hall
- Woodbine Cottage
- Wenona Hall
- Woodbine Cottage Rammed Earth Wall
- Agricultural Heritage Museum
- Dean of Agriculture Rammed Earth Wall

Criteria for acceptance into the National Register of Historical Places are as follows:

1. Association with events
2. Association with people
3. Distinctive characteristics, such as:
   a. Work of a master
   b. Artistic value
   c. A distinguished entity
4. Data (past history or possible future history) plus integrity:
   a. location
   b. setting
   c. design
   d. materials
   e. workmanship
   f. feeling and association
5. Fifty years or older unless very significant.
NAMING FACILITIES, PROGRAMMATIC UNITS OR OTHER FACILITIES

For the policy on Naming Facilities, Programmatic Units or Other Entities reviewed and recommended by the SDSU Executive Team and approved by the President in May 2010, go to the website listed:

http://www.sdstate.edu/about/policies/facilities/upload/2010-Naming-Policy-FINAL.pdf

UNIVERSITY COMMITTEES INVOLVED WITH FACILITIES ISSUES

In addition to the Building Committee appointed for each project, several standing University committees are concerned with specific aspects of project management:

Buildings & Grounds Committee and Landscaping & Site Development Subcommittee: Contact Facilities and Services for more information at 688-4136.

Naming University Facilities Subcommittee: Recommends guidelines for naming University facilities. Solicits and screens suggestions for names for University facilities.

Space Assignment Subcommittee: Undertakes analysis of specific space needs and requirements; assists the Buildings and Grounds Committee by making recommendations on space assignments and recommends needs for University facilities to the Building and Grounds Committees. All room assignment or room use changes must be approved by the Space Assignment Committee.

Building Committee: Most major building projects will have a building committee appointed for each.

Parking and Traffic Committee: Advises on campus parking and traffic needs; recommends all parking traffic rules and penalties. Reviews and reacts to parking fee/vehicle registration charges and budgets prepared by Facilities and Services of funds derived from parking fees and fines. Reviews and reacts to the Facilities and Services parking lot construction and repair priority lists.

Loss Control Committee: Assists in identifying and addressing workplace and liability hazards on campus and reviews liability and workers' compensation losses to identify trends and determine appropriate courses of action to reduce future loses. They assist in the development of loss control and safety training programs. Periodically inspects agency facilities to identify and correct hazardous conditions.

RECYCLING INFORMATION

This section is under construction at this time.
LAND INVENTORY RECORDS

Facilities and Services Administrative Department is the official recordkeeping office for all University owned, leased and operated land. Copies of all deeds for all owned land are on file in our office. Any additions or deletions should be forwarded to the Facilities and Services Office.

A land inventory book is maintained from our files indicating legal descriptions, assigned use, whom the land was leased from, etc. Revised copies are sent to the Facilities and Services Assistant Vice President, Vice President of Administration, Chief Business Officer, President's Office, Facilities Engineering, Assistant Facilities and Services Director, Dean of Ag, Director of Ag Experiment Station, and Facilities and Services Accounting Assistant.
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<th>Building</th>
<th>Mon - Fri Unlocked</th>
<th>Mon-Thurs Locked</th>
<th>Friday Locked</th>
<th>*Saturday Unlocked</th>
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Holiday hours same as Saturday and Sunday

Note: Facilities & Services assumes responsibility only for F & S employees and their schedules, excluding all other Staff and UPD.
<table>
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<th>Mon-Thurs Locked</th>
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Holidays same as Saturday and Sunday
### FACILITIES AND SERVICES CAMPUS BUILDING SCHEDULE

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<td>UNIVERSITY STUDENT UNION</td>
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Holidays same as Saturday and Sunday