

TO: All Oxford Faculty and Staff
SUBJECT: Building Access and Hours of Operation
DATE: August 26, 2019

Please note the general operating hours and guidelines for all main campus buildings for the 19-20 academic year.

- All academic buildings – Seney, Language, Humanities and Pierce Hall- shall open regularly Monday through Friday from **7am to 6pm**.
- All academic buildings will be accessible by card access from **6pm – 11pm**.
- Most buildings will be closed on Saturdays unless opened upon request.
- Specific buildings shall be accessible via card access on Sundays from **Noon - 11:00pm**.
- Faculty who "live" in their buildings shall have **24/7** access, via card access, to their buildings

Since Hopkins Hall is not on Proxy access, the Emory Police Department (EPD) will continue to assist with opening and closing this building. Note that EPD will no longer be responsible for securing internal rooms, labs, offices and other spaces within each building and will be managed and secured by the individual departments who regularly use these spaces. However, if you do forget your key(s) please contact the EPD for opening your office. We will be coordinating with Academic Affairs on these efforts.

Below is the detail schedule for all relevant buildings. For any questions on building access please do not hesitate to contact Randy Simon at randy.simon@emory.edu.

OXFORD COLLEGE BUILDING SCHEDULE - ACADEMIC YEAR 2019-20									<i>revised august 26, 2019</i>
Location	Proxy (P), Card Access (CA) or Manually (M)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Comments
GENERAL BUILDING HOURS									CARD ACCESS AFTER GENERAL BUILDING HOURS
Academic/Administrative									
Hopkins Hall - Eady Admissions	M	Closed	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Opened and Closed by EPD
Seney Hall	P	12:00 - 23:00 (CA Only)	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11 Mon-Fri
Language Hall	P	Closed	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11 Mon-Fri
Humanities Hall	P	12:00 - 23:00 (CA Only)	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11 Mon-Fri
Pierce Hall	P	12:00 - 23:00 (CA Only)	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11 Mon-Fri
Science Building	P	12:00 - 23:00 (CA Only)	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11 Mon-Fri
Chapel	P	07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	07:00 - 19:00	Card Access from 6am-7am and 6pm-12am
Phi Gamma	P	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Opened as needed for events
Old Cafeteria	M	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Offline for Renovation
Dining Hall	P	11:00 - 20:15 21:00 - 01:00	06:00 - 20:15 21:00 - 01:00	06:00 - 20:15 21:00 - 01:00	06:00 - 20:15 21:00 - 01:00	06:00 - 20:15 21:00 - 01:00	06:00 - 20:15 21:00 - 01:00	11:00 - 20:15	No late-night dining on Fri or Sat.
Tarbutton/Few Hall	P	12:00 - 23:00 (CA Only)	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	07:00 - 18:00	Closed	Card Access from 6-11
Williams Gym	P	14:00 - 22:00	07:00 - 22:00	07:00 - 22:00	07:00 - 22:00	07:00 - 22:00	07:00 - 20:00	12:00 - 18:00	varies based on operations
Library	P	08:00 - 22:00	08:00 - 22:00	08:00 - 22:00	08:00 - 22:00	08:00 - 22:00	08:00 - 16:00	08:00 - 16:00	CA: 10pm - 8am Sun-Thurs , 4pm - 8am Fri/Sat
Student Center	P	10:00 - 18:00	08:00 - 22:00	08:00 - 22:00	08:00 - 22:00	08:00 - 22:00	8:00 - 24:00	10:00 - 18:00	CA: 10pm-2am Mon-Thurs, 10pm-12am Fri, 6pm-11pm Sat-Sun
810 Whatcoat - Mail Center	P	Closed	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Closed	Closes daily from 11:30-12:30, doors remains open for access to copy/printers