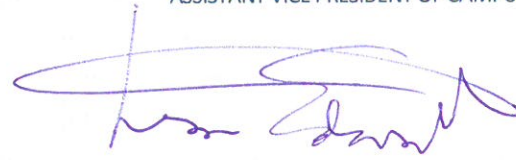


September 25, 2017



Re: Escalator Operational Policy

As part of conserving energy and wear & tear to the equipment, the following escalator usage policy will be adhered to:

- **NORMAL WEEKDAY OPERATIONAL HOURS WHEN CLASSES ARE IN SESSION (Fall/Spring/Summer):**
 - Escalators are to be turned on at 7:00/7:15 am
 - Escalators are to be turned off at 8:30 pm

- **FRIDAYS and WHEN CLASSES ARE NOT BEING HELD:**
 - On normal Fridays or when the college is open but no classes, only the sublevels and 1st to 2nd floors are to be operating. Floors 3 to 5 are to be turned off.
 - On compressed summer Fridays all escalators are to be turned off.

- **WEEKENDS:**
 - On Saturdays, the sublevel escalators are to be turned on at 8:00 am and off at 8:00 pm. All other escalators are to be turned off.
 - All escalators are to be turned off on all Sundays.
 - On compressed summer weekends, all escalators are to be turned off.

- **EXCEPTIONS:**
 - Special requests for events to have the specific escalators turned on and/or reverse directions on sublevels (e.g. ARC basketball tournament on a Sunday; Parent Open House on a Saturday; Career Services Fair requiring reverse directions, etc.). Approval is granted from the AVP's office.
 - If the ARC or BPAC elevators are not operational and there are activities being conducted in either of those spaces, then the lower levels shall be turned on for the duration of the event.