HOURS OF OPERATION

PROCEDURE			
Effective Date	February 17th, 2026	Procedure Type	Administrative
Responsibility	Facilities – Maintenance & Operations Contracted Security	Related Policies	Facility Access Policy Use of Facility Policy
Approver	Director, Facilities - Maintenance & Operations	Review Schedule	Annually

1. Purpose

    1.1. The reason for this procedure is to designate business hours of operation for access inside Institution buildings.

2. Scope

    2.1. Northwestern Polytechnic premises.

3. Definitions

    3.1. "Premises" means NWP campus, grounds, and buildings that are owned, leased, or operated by NWP.

4. Hours of Operation

    4.1. Typical administration office hours run weekdays from 08:30-16:30. Contact the respective departments for specific hours of operation.

    4.2. Grande Prairie Campus' Main Building will be open:

        4.2.1. Monday to Thursday 06:00 - 23:00.

        4.2.2. Fridays 06:00 – 22:00.

        4.2.3. Saturday and Sunday 07:30 – 22:00.

        4.2.4. The Main Entry Doors (100 and 200 levels), K, L (excluding the south entry doors), and M Wing entry doors will be open as per the above schedule.

4.2.5. Even though the Main Building will be open, the following entry doors of Grande Prairie Campus' Main Building will have reduced hours for being unlocked:

4.2.5.1. Entry doors in A Wing, B Wing, C Wing, J Wing, the south L Wing entry doors, and the entry doors that open to the upper and lower concourse, will be open daily from 07:30 – 21:30.

4.2.5.2. The entry doors by the Executive Suite and the Theatre will be open 07:30 - 22:00.

4.2.5.3. The entry door leading into Howlers from the lower concourse will be unlocked as per the Students' Association.

4.3. All other entry doors at the Grande Prairie and Fairview campuses will only be unlocked as per program booking timetables, department requests, and event requests.

4.4. The National Bee Diagnostic Centre, and the Health Education Centre will operate on their own hours.

4.5. Reduced access may be in effect from May 1 – August 31 each year, and during holidays.

4.6. Department requests and event requests may temporarily change scheduled hours.

4.7. Institution owned buildings leased to external entities will be open as per the agreement with that entity.