

Facilities & Operations

Door Override Procedures – All KRESA Owned Sites

Issued 05-08-2023

This document provides guidelines so that employees of Kalamazoo RESA have a clear understanding of the procedures for scheduling door overrides outside of regular business hours.

Procedures

- After reserving your after-hours event in Outlook, please submit a **Maintenance Request Ticket** in the FMX system.
- From the Request Type dropdown menu, select **Door Scheduling**
- Complete all the mandatory fields marked with an asterisk (*)
- When filling in the mandatory field “Event Title from Outlook,” enter the same title that you used in Outlook, as this will help us locate the event details if we have any questions
- You will receive a confirmation email from FMX once your door override has been processed

Additional Details

- The Service Center main doors (upper-level) are scheduled to be unlocked Monday-Friday from 7:00am-5:30pm
- The Service Center lower-level doors will remain locked (card reader only) at all times unless an override request is submitted for a Wile Auditorium event. **Under no circumstances can we have the lower-level doors unlocked before 3:00PM, Monday-Friday** (when there will no longer be students on campus at WoodsEdge). If you have a Wile Auditorium event starting prior to 3:00PM, please inform your attendees that they must enter on the upper-level.
- It is our primary goal to keep our students and staff safe, so please consider this when making your override request. For instance, if your event starts at 6:30PM, please consider having your doors locked at 7:00PM. This allows latecomers time to arrive, and attendees may still leave the building at any time, even after the doors have been locked.
- Please keep in mind that it is NOT necessary to submit an override request if your guests will be arriving prior to the doors locking at the Service Center at 5:30PM.

Revised 01-16-2024