

Memo

To: The University Community
From: Bob Wachowski, Director of Public Safety
Rich Wiltse, Vice President of Facility Operations
Date: November 17, 2025
Re: Holiday Building Closing

With the end of the Fall Quarter upon us, we wish to take this opportunity to advise you on several Facility Operations and Public Safety issues that may affect you or your department during the period that the University is closed from the evening of Friday, December 19, 2025, **until the University reopens** the morning of Friday, January 2, 2026. The attached information on facilities will serve as a guideline during this period. **Please pay special attention to the section on Building Access/Public Safety.** If you have any questions concerning this information, please direct them to the Facility Operations and/or Public Safety Offices.

On behalf of the Facility Operations and Public Safety Departments we wish you and yours a safe and happy holiday season.

Please post this memo for members of your department who do not have access to e-mail.

attachment

Building Heat

From Friday evening, December 19, 2025, until the university reopens on Friday, January 2, 2026, all Loop and Lincoln Park Campus buildings will be heated to a building protection level only, which is in the 50 degree range. Please dress accordingly if you are planning to access any university facilities. There will be no exception to this as energy conservation is one of the primary reasons that the University closes for the entire holiday week.

Building Access/Public Safety

Individuals or departments that must access university facilities during the holiday break must observe the following guidelines.

I. Access to Lincoln Park Campus Facilities

Personnel accessing facilities are required to:

- Have in their possession a current DePaul ID and keys to their office. No one will be admitted without a DePaul ID.
- Your DePaul ID will work to enter the building during normal business hours if your Door Facilities Access Manager assigned that access to you.
- For your safety - notify Public Safety upon your arrival and when you leave so they are aware of people in the building.
- Ensure that entry and exit doors to the building are not propped open for any reason and that they secure properly when you enter and exit.
- Students will not be admitted unless it is absolutely necessary, and arrangements are made in advance (prior to December 19th) with Public Safety.

II. Access to Loop Campus Facilities

Personnel accessing facilities are required to:

- Present a current DePaul ID and sign-in at the Public Safety lobby desk in the building of destination. No one will be admitted without a DePaul ID. Note: if you are unable to gain access it may be due to the Public Safety Officer conducting patrols in the building. In the event that this happens, go to the DePaul Center lobby desk at 1 East Jackson or call dispatch at (312) 362-8400. The officer on duty will arrange for entry to your building.
- Secure your office or departmental area when leaving.

- Sign out at the Public Safety Station.
- In the event that you need to speak to Public Safety while on campus call (312) 362-8400.
- Students will not be admitted unless it is absolutely necessary, and arrangements are made in advance (prior to December 19th) with Public Safety.

Parking

Lincoln Park Campus

- The Clifton Parking Garage will be closed at 11:30 p.m. in the evening of Friday, December 19, 2025, until reopening at 6:30 a.m. on Friday, January 2, 2026. No access will be granted for vehicles that are left in the Clifton Parking Garage during this time.
- The Sheffield Parking Garage will remain open during the break.