



FACILITIES MANAGEMENT POLICIES AND PROCEDURES

NUMBER: 601

DISTRIBUTION:

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SUBJECT: BUILDING OPENING/UNLOCKING POLICY

A. Overview:

This policy is to assure the effective coordination of building security between those buildings opened by Custodial Services and those opened by Public Safety in accordance to how and when buildings are regularly utilized.

B. Policy:

The following lists of buildings are those to be opened by the Custodial Services Department, Monday through Friday, throughout the year. The exception to the procedure will be during the break between Christmas and New Year holidays. When school is not in session, Custodial Services will continue to be responsible for opening designated buildings. In the event that all custodial employees in a building are temporarily reassigned during semester breaks, it will be the responsibility of the Custodial Services Department to notify Public Safety and ask that they temporarily unlock doors.

When Custodial Service employees are asked to unlock interior doors by someone unknown to the employee, West Chester University identification will be requested. No one will be allowed to enter another person’s office unless accompanied by a Public Safety officer. All buildings, other than those specified below, are to be opened by someone other than Custodial Services.

Building Name	Time Opened
E.O. Bull Center	6:00 a.m.
Sykes Student Union	7:00 a.m.
Philips Memorial Hall	6:00 a.m.
Philips Auditorium	6:30 a.m.
All Academic Areas	6:30 a.m.