

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-09**  
**Building, Office and Room Security**

All buildings, offices, and classrooms are to be locked when they are not occupied. Employees entering a building after hours must be sure that outside doors are locked after entering and after leaving the building.

Current custodial policy is to unlock all educational building entry doors by 7:30 am. With some exceptions and by prearranged conditions, all building exits are locked after classes end or approximately 9:00 pm. To ensure exits are locked, custodial staff will check and lock exit doors upon departing the buildings at 11:45 pm (M-Th) and 9:45 pm (F). During the summer, exit doors are locked at 10:45 pm (M-Th) and 9:45 pm (F). Administration and Estill Buildings are locked at 6:00 pm (M-F).

In the evenings, custodians will typically clean rooms and lock interior doors behind them. Individuals entering locked rooms must remember to lock them when finished.

Each building liaison and the departments within the building will establish procedures for unlocking classrooms. It is suggested that classroom doors be locked when no classes are being conducted, however each building should establish their own policy. Lock offices behind you when no one is present or when you depart for the day.

Custodians are not permitted to unlock doors for others. Classrooms will not be unlocked until the morning,

All equipment, tools, material, storage areas, sensitive files, etc. will be properly secured when not being used.

Report any lock malfunctions as soon as possible to Physical Plant Work Control 4-1868, option 1.

Approved by: Jack Parker-Vice President for Finance & Operations – 11-01-07

Reviewed by: Doug Greening, Director of Physical Plant and Jack Parker, Vice President for Finance & Operations – 11-01-07

Next review: 11-01-08