FACILITIES & PLANNING SERVICES (F&PS)	
Classroom Locking / Unlocking Procedure	
Effective Date: 03/14/2012	
Revision Date: 10/31/2018	

Purpose: To ensure that all CBU classrooms are properly locked or unlocked and accessible depending on the needs of the school semester schedule.

Procedure:

1. **Contracted Custodial staff is responsible for unlocking classrooms the morning of each scheduled school day by 6:00 a.m.**

2. General Classroom buildings will be programmed unlocked from 6:00 a.m. to 11:00 p.m. on normal business days.

3. An annual academic calendar is provided to custodial managers indicating the specific dates classes are in session. This is a part of normal review.

4. A monthly report is provided from Conferences & Events department to notify custodial managers of special room usage requiring additional coverage. This is a part of normal review.

5. Custodial staff has been provided the appropriate keys and card swipe access to ensure they are capable of locking/unlocking all campus classrooms.

6. If custodial staff fails to unlock classrooms on a scheduled school day, the responsibility falls to F&PS staff to immediately respond. Communication should be made by faculty member/Provost office to the Department of Safety Services (DSS) at 951/ 343-4311 (or x4311 from a campus phone). DSS will then contact F&PS to arrange for access.

7. If after-hour access is needed, DSS should be contacted at 951/ 343-4311 (or x4311 from a campus phone); they will then contact the F&PS technician on duty to provide access. If no technician is on duty, DSS will then provide the needed access.

8. For locked door issues that are called in to DSS, information regarding the issue will then be reported to the Provost office, Locksmiths, Conferences & Events, Housekeeping and F&PS. At that time, it will be determined what the issue is (programming, lock malfunction, etc.) and how it is to be resolved.

9. For any questions or concerns, please contact the F&PS office as 951/ 343-4360 (or x4360 from a campus phone).