

OPSS LOCK UP, LIGHTS ON & OFF PROCEDURE

Date: September 2010 Semi-Annual Review Date: February 2011

<u>BUILDINGS</u>	<u>LOCATION</u>	<u>LTS. OFF</u>	<u>LTS. ON</u>	<u>LOCK</u>	<u>UNLOCK</u>	<u>COMMENTS</u>
CHANDLER HALL	ENTRANCE DOORS	DAWN	DUSK	2300	0600	
CHANDLER HALL	INSIDE DOOR DOWN THE STEPS ON THE DRAMA ARTS ROOM	-----		1930	0600	
CHANDLER HALL	OUTSIDE DOOR TO DRAMA ARTS ROOM			1930	0600	
COMPLEX FIELDS	IRON SPRING ROAD			DUSK	0600	OPEN AT 0600 DURING FOOTBALL SEASON
CRATON HALL	SIDE ENTRANCE DOORS and LOUNGE	DAWN	DUSK	2400	0600	Key #16 in Box
DANCE STUDIO	UPSTAIRS STUDENT UNION	-----	-----	2400	0630	DOOR LOCATED DOWNSTAIRS –WESTSIDE STUDENT UNION
DURHAM HALL	ENTRANCE DOORS (FRONT, EAST, & REAR	DAWN	DUSK	2300	0600	
FOOD COURT	FIRST FLOOR OF STUDENT UNION	-----	-----	2400	0630	FREQUENT CHECKS OF BUILDING NECESSARY
GREENWAY HALL	DOOR NEAR CAFETERIA	DAWN*	DUSK*	B	0600	
GREENWAY HALL	DOOR LEADING TO OUTSIDE	DAWN*	DUSK*	2300	0600	
GREENWAY HALL	DOOR TO PATIO	DAWN*	DUSK*	2300	0600	
GLENWOOD APTS	270 W. 30th St.	-----	-----	-----	-----	NO LIGHTS/LOCK UP. ONLY PATROL IS REQUIRED. IN CASE OF EMERGENCY, KEYS ARE LOCATED IN OFFICE LOCK BOX.
GYM	ALL OUTSIDE ENTRANCES	-----	-----	2400	0600*	SUPERVISED ACTIVITIES EXEMPT FROM LIMITS
JONZZEYS	LOWER LEVEL STUDENT UNION	-----	-----	2400	0630	UNLOCK ALL ENTRANCE DOORS
KNIGHT ARENA	ENTRANCE DOORS	DAWN*	DUSK*	2400	0600	
KNIGHT ARENA	HALLWAY BETWEEN SAC AND GYM	2400	0600	2400	0600	
WEIGHT ROOM	ENTRANCE DOOR	2400	0600	2400	0600	
LANDRUM	FRONT AND REAR ENTRANCE	DAWN	DUSK	2300	0600	
LANDRUM 110	Office Lobby			2300	0600	
LIBRARY	FRONT PORCH	DAWN	DUSK	A		
LOFTS	FRONT AND BACK DOORS	DAWN	DUSK	2300	0600	
MAILROOM DOOR	NORTHSIDE OF STUDENT UNION	-----	-----	2400	0600	
MAIN	ELEVATOR			1900	0600	To be deactivated each day.
MAIN	BACK DOOR NEAR ELEVATOR			2400	0600	Automatic Lock
MAIN	BACK DOOR	DAWN*	DUSK*	2400	0500	LOCKED AT 0100 ON FRIDAYS
MAIN	FRONT PORCH BOTH SETS OF LIGHTS	DAWN	DUSK	2400	0500	LOCKED AT 0100 ON FRIDAYS
MAIN	LAUNDRY ROOM DOOR (MOVIE RENTAL)	DAWN*	DUSK*	2400	0700	Automatic Lock
MAIN	DOOR BETWEEN PRESIDENT AND SECRETARYS OFFICE			1730	0600	
NEW OFFICE MOD.	FRONT AND REAR DOORS	DAWN	DUSK	2400	0600	
PHYSICAL FACILITIES	PORCH	DAWN	DUSK	A		
ROBEY HALL	BASEMENT DOOR - CLASSROOM #20			A		
ROBEY HALL	Left and Right Side Door Entrance	DAWN	DUSK	2400	0600	
STUDENT UNION	FRONT ENTRANCE	-----	-----	2400	0600	
STUDENT UNION	INSIDE	-----	-----	2400	0630	
STUDENT UNION	ENTRANCE	-----	-----	2400	0630	
TUCSON (ART BLDG)	FRONT AND REAR ENTRANCE AND ENTRANCE TO WORKSHOP	DAWN	DUSK	2300	0630	

(A) LOCKED AT THE CLOSE OF BUSINESS DAY

(B) LOCKED AT DUSK