

UC Santa Barbara
Policies

Policy 5536

Issuing Unit: Administrative Services

Date: March 1, 1983

LOCKING AND UNLOCKING

I. PURPOSE AND SCOPE:

This procedure describes locking and unlocking responsibilities for certain categories of building space.

II. REFERENCES:

None.

III. PROCEDURE:

A. Academic Building, Opening and Closing:

1. Custodial personnel will routinely unlock and lock academic building exterior doors on the following schedule:

	Opened	Closed
Monday through Friday	7-8 a.m.	10 p.m.
Saturday	7-8 a.m.	12 noon

2. The Registrar, by written request to Facilities Management, may schedule the unlocking and locking of certain buildings on schedules other than the above.
3. Academic personnel will be responsible for unlocking and locking of academic buildings Sundays, holidays, and for schedules other than above.

B. General Assignment Classrooms: General assignment classrooms shall be left unlocked at all times, except those classrooms opening on exterior corridors which will be routinely unlocked and locked by custodial Personnel in accordance with paragraph III.A.1 above.

C. Offices and Laboratory Type Rooms: Academic department personnel who use the facilities will be responsible for unlocking and locking offices, laboratories, laboratory demonstration rooms and laboratory service rooms.

D. Administrative and Service Facilities: Administrative and service personnel will be responsible for unlocking and locking facilities under their jurisdiction.

E. The Organizations Coordinating Board, by work order request to Facilities Management, may schedule the locking and unlocking of certain buildings for use by registered campus organizations.

F. Special Events: Facilities Management will lock and unlock

buildings to be used for special events on the schedule included in a work order to be issued by the responsible sponsoring department.

- G. Other Situations: The Police Department is to handle all unlocking and locking of University facilities except as noted heretofore. The Police Department is the only department authorized to check out an individual who does not have a key and who desires admittance to a University facility.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

Last Modified By: HMW, 5/21/97

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