

**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.

General operating hours for the campus are 8:00 am to 5:00 pm Monday through Friday. Classroom buildings are open extended hours in the evening to accommodate classes.

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.

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: Dana Gibson, Vice President for Finance and Operations and  
Doug Greening, Associate Vice President for Facilities Management – 3-15-2010

Next review: 3-15-2011