

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.7	University Police	Revised:	
<b>Policy 8.7.6</b>	<b>Room Access</b>	Responsibility:	Chief, University Police

## **ROOM ACCESS**

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### **Policy**

Unlocking for the normal work day and security of offices, laboratories, and other rooms is primarily the responsibility of the department Chair/Director and the persons assigned to the department. After hours, weekends, and holidays, University Police personnel will, upon individual or written request and verification of proper identification and authorization, unlock a room. Documentation of the request is filed with the University Police Records Clerk. A file is also maintained of rooms scheduled for use by Room Scheduling. These rooms are unlocked according to the schedule, usually thirty (30) minutes prior to the time they are to be used.

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