Facilities Management Procedure
Weber State University
Procedure Number: OP14
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Custodial Responsibility for Building Access

Description:
This document describes the process under which the Custodial department will unlock buildings during a regular work week.

References:
PPM 5-44 Lock and Key Policy
PPM 5-44a Electronic Access Policy
FM Policy FM3XX Building Access Policy

Definitions:
Primary Unlocker: A custodial employee assigned to unlock outside entrances to buildings at the beginning of regular business days. Secondary and tertiary persons will be assigned as back-up unlockers.

Responsible Party:
Facilities Management Custodial Department Manager

Procedure:
The custodial department manager will track and oversee the use of steel keys which unlock exterior entrances of campus buildings. A lockbox of keys issued to the Custodial Department Manager for that purpose, is located by the main custodial office (FM 120).
A. Primary Unlocker Responsibilities

1. The Primary Unlocker will sign out a set of keys from the Custodial Manager’s Lockbox with the following information:
   a. Name
   b. Date
   c. Time of check-out

2. The Primary Unlocker will begin unlocking main exterior entrances at 5:00 AM. They will finish no later than 7:00 AM. A list of buildings which require a manual unlock will be maintained by the Custodial Department Manager.

3. On Saturdays, a Primary Unlocker may be assigned to unlock exterior entrances of specific buildings at 7 AM. The buildings are usually locked after 3 PM.