

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: PHYSICAL PLANT: BUILDING AND GROUNDS SECURITY: GENERAL</b>	<b>PAGE</b>	
		<b>VI-21</b>	<b>1 of 1</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-6.906</b>	<b>11/30/90 Revision #90-10</b>	

P6Hx23-6.906    PROCEDURE: PHYSICAL PLANT: BUILDING AND GROUNDS SECURITY: GENERAL

**PURPOSE AND INTENT:**

To provide for the security of buildings and grounds.

**PROCEDURE:**

Building security is the responsibility of the Director of Physical Plant for each site. Custodial personnel have a responsibility for securing all college buildings at night. Weekend security is provided during the day by an individual assigned to each campus for this purpose.

Buildings are open from 7:00 a.m. to 11:00 p.m. daily, Monday through Friday.

When such events as registration, theater rehearsal, theater production, or other authorized and approved activities necessitate use of facilities after 11:00 p.m. on weekdays or anytime on weekends or holidays, division directors or the site administrator will notify the campus Physical Plant Department. The only activity other than scheduled classes authorized for use of facilities on weekends and holidays is testing. Exceptions must be approved by the President or his designate. Individual members of the faculty and staff may occupy the facilities after 11:00 p.m. on weekdays or on weekends and holidays with the permission of the division director or site administrator. In all instances of individual occupancy or use of facilities for special events after hours, the security of the building(s) occupied is the responsibility of the individual or senior member of the activity using the facility(s).

In those buildings protected by a security system, only persons registered with the security monitoring agency can have access to such buildings outside normal working hours.