1. **SECURITY:**

   A. Employees should not allow anyone access to shop or office areas when the areas are locked. Do not unlock doors or lend keys to anyone except Engineering and Facilities fellow employees working with you on a specific job. Refer individuals requesting access to areas to Public Safety extension 4196.

   B. Housekeeping employees, who find doors open prior to the beginning of their shift, should contact Public Safety at extension 4196 and inform them. The following procedures should be followed:

      1. Notify Public Safety, giving the building name, time and door number or location (you should make your call from a phone in the area of the door or within sight of it and fellow employees.)
      2. Notify your area supervisor.
      3. Remain in the area of the unlocked door, if appropriate.
      4. Report unauthorized or unknown persons to Public Safety officers. Give a description of the individual; height, weight, clothing, facial features – anything that will help them find that person.
      5. Do not place yourself in a potentially dangerous situation.
      6. Should you or your employees hear or be told of missing items, contact Public Safety with this information.

   C. Employees who misplace or lose a key or keys should make every effort to retrace their activities to find keys. An employee who loses a key(s) will be subject to disciplinary action.