# LAMAR UNIVERSITY
# MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Facilities Management**
**AREA: Administrative Services**

## Building, Office, and Room Security — MAPP 04.02.02

### I. POLICY

A. The Lamar University (LU) Office of Facilities Management supports the security of University buildings, offices, and rooms by managing access to these facilities.

### II. PURPOSE AND SCOPE

A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

### III. ROLES AND RESPONSIBILITIES

A. **The Office of Facilities Management** supports the security of the University's buildings, offices, and rooms by managing access to these facilities. Facilities Management monitors campus locks, keys, and electronic access (e-access) and maintains, audits, and updates lists of LU community members who have been granted access to the University's facilities.

B. **All members of the LU community** share the responsibility of ensuring the security of University buildings, offices, and rooms. LU community members demonstrate this shared responsibility by following this and other LU policies regarding building, office, and room security and by reporting problems to Facilities Management and the LU Police Department (LUPD).

### IV. SECURITY PROCEDURES FOR BUILDINGS, OFFICES, AND ROOMS

A. Regular operating hours for the campus are 8:00am to 5:00pm, Monday through Friday. During these hours, campus offices are open for business.

> **Note.** Certain campus offices may follow a schedule different from the standard (8am–5pm, M–F) to accommodate the needs of the LU community or its facilities. LU community members and visitors may call an office or check the University's website to determine if an office follows a schedule different from the standard.

B. Classroom buildings may be open outside regular operating hours to accommodate classes in the evening or over the weekend.

C. Facilities Management follows procedures for locking/unlocking classrooms in coordination, as needed, with the LUPD. Best practice is to lock classroom doors when no classes or official meetings/events are being conducted. A department within a classroom building may follow an alternate practice if this practice meets the needs of the department while still maintaining security.

D. Employees should lock offices behind them when no one is present or when they leave for the day.

E. Employees and others entering locked rooms should lock these rooms behind them when they are finished using these areas.

F. Employees and others entering a building "after hours" (i.e., outside regular operating hours) should check that outside doors are locked after entering and after leaving the building.

G. Outside regular operating hours (i.e., evenings, weekends, holidays), custodians typically lock interior doors behind them as they are cleaning a building.

H. Custodians are not permitted to unlock doors for others. Those who require access to an LU building, office, or room should contact the LUPD or Facilities Management for assistance.

I. Employees and others should report any lock, key, or e-access malfunctions as soon as possible to Facilities Management. Outside regular operating hours, individuals should report these malfunctions to the LUPD.

## V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

## VI. APPROVAL

| Dr. Robert H. Wagner | 07/19/2022 |
|---|---|
| Chief Operations Officer | Date |

| Dr. Jaime R. Taylor | 07/20/2022 |
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| President | Date |

**REVISION LOG**

| Revision Number | Date | Description of Changes |
|---|---|---|
| 1 | 07/15/2022 | Version created. |
| | 07/20/2022 | Version approved by President. |