One of our critical custodial responsibilities to the University System and our individual customers is to assist Campus Police in the prevention of theft and vandalism. It is our responsibility to lock certain building entrance doors after hours as well as make sure interior doors are secured in our areas. We must also be on alert for the possibility of unauthorized personnel or acts occurring in are areas. To assist in accomplishing these responsibilities the following policies are effectively immediately:

- Secure all entrance doors at the times specified for your area.
- Never leave a room unattended with the door open or unlocked. Secure the door before leaving.
- Never unlock a series of rooms to clean. Clean one room at a time and secure it when cleaning is completed.
- Never unlock a door for someone you do not personally know to be an employee authorized to be in the area. Campus Police are the only persons authorized to grant entrance to students, visiting staff, family members or others without key or card access.
- Immediately report suspicious persons or activities to Campus Police. All team members’ cell phones are preprogrammed with the Campus Police telephone number. If in doubt - - report.
- Make no attempt to question, detain, or apprehend suspicious persons. If someone appears lost it is alright to ask if you can help them find someone or something.

SAMUEL A. LEVIS
Custodial Services Supervisor