

Facilities Procedures

Policy Owner: Employee
Engagement Manager

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Approved by: Michael G. Perez

General Procedure for:
Unlocking a Door/Building

PURPOSE:	To establish a policy and set forth a procedure for unlocking a door or building.
POLICY:	Any time a Facilities employee unlocks a building or door, that employee will not leave the area until the building or door is locked back.
Procedures:	1. This policy will be included in all new employee orientation and reviewed with each employee every January.
Violations:	Violations of this policy will be considered a <u>serious offense</u> and violators will be subject to disciplinary action.