

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 01.10: Facility Security

DATE: February 7, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish minimum standards and procedures for securing the Texas Tech University Physical Plant facilities.

REVIEW

This PP/OP will be reviewed by September 1 of each odd numbered year (ONY) by the Director Building Maintenance and Construction for Physical Plant and recommendations forwarded to the managing director for Physical Plant

POLICY/PROCEDURE

1. General Policy

- a. All Physical Plant shops, offices, and facilities will be securely locked during all off-duty hours and weekends.
- b. It is the responsibility of each section/unit supervisor for ensuring that all doors and windows in his/her area of responsibility are secured before departing at the end of the day. In the absence of the supervisor, the individual substituting in that capacity will assume this responsibility.
- c. Any failure to fulfill this responsibility through negligence or carelessness will constitute grounds for disciplinary action.

2. Procedures

- a. Each supervisor is responsible for ensuring that his/her area is secured before departing at the end of the day. This responsibility will include the following items:
 - (1) Doors and windows are locked and lights are turned off.
 - (2) Power to all power tools is turned off.
 - (3) All air-conditioning, units unless required to protect sensitive equipment or materials, are turned off.

- (4) All coffeepots or similar appliances are disconnected.
- (5) All office equipment turned off; i.e., computers, calculators, etc.
- (6) All vehicles are locked and secured.
- (7) All vehicle toolboxes are locked and secured.

RESPONSIBILITIES

<u>POSITION</u>		<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Director Building Maintenance & Construction Physical Plant	–	Review	Sept (ONY)	1

APPROVED: _____
Reviewer

APPROVED: _____
Managing Director – Physical Plant