

USF System USF USFSP USFSM USFP

Number: 6-001 SP

Subject: Opening of Rooms and Other Facilities

Date of Origin: 04-16-10

Date Last Amended:

Date Last Reviewed:

I. INTRODUCTION (Purpose and Intent)

The purpose of this policy is to ensure that the University of South Florida St. Petersburg (USFSP) buildings and facilities, including contents are adequately secured as required by University Departments and consistent with the best interest of USFSP.

II. STATEMENT OF POLICY

Access to USFSP offices, classrooms, and other areas is available to authorized persons only. To ensure that other persons do not unlawfully gain access to these areas, requests for opening locked areas will be handled as follows:

1. Offices

a. Monday through Friday, 8:00am – 5:00pm

The member requesting entry should contact the appropriate Regional Vice Chancellor (RVC), Dean, Director, or other available supervisor. If not available, the Building Supervisor shall be contacted.

b. Other Times

University Police Services should be contacted. Prior to allowing entry to any facility the Police will require verbal authorization from the RVC, Dean, or the Director specifying the area(s) which may be entered. Under no circumstances will students be admitted to faculty or staff office areas. This does not prevent an accountable officer from issuing keys to students if necessary for the performance of assigned duties.

2. Classrooms

a. Monday through Friday, 7:00am – 4:00pm

Building Supervisor and/or College designee will open unless it has been requested by the occupying department not to open (in the case of certain labs, etc.).

b. Monday through Friday, 4:00pm – 10:00pm

University Police Services or the College designee will open all classrooms in accordance with the schedule provided by Academic Affairs.

3. Special Purpose Rooms (Teaching Labs, Research Labs, Computer Labs, etc.)

Areas designated as special purpose rooms normally contain expensive, easily removed items. University Police Services will allow access to these facilities only upon written authorization from the RVC, Dean, or Director responsible for the area. Such authorization shall include specific days and hours that the room shall be available to general use and a statement as to whether or not a monitor shall be present during such hours.

4. Special/Scheduled Events

a. Monday through Friday, 7:00am – 4:00pm

The Building Supervisor or Designee will be responsible for opening buildings and rooms.

b. Other Times

University Police Services or, Building Supervisor or designee will be responsible for opening buildings and rooms.

5. Special Considerations

Building renovations, installation of equipment, or repairs should be performed during normal working hours. If this is not possible University Police Services will be notified and supplied with the name of the vendor, the date and times of the work, location of the work, and an emergency contact name and their telephone number. The purpose of this policy is to ensure that the USFSP buildings and facilities, including contents are adequately secured as required by University Departments with the best interests of USFSP.

Authorized and signed by:

Ashok K. Dhingra, Regional Vice Chancellor, Administrative & Financial Services

Margaret Sullivan, Regional Chancellor