

Lockout Procedures
College of Engineering
February 2014

Overview: Key and card reader access (keys) within the College of Engineering (CoE) is maintained by CSU Facilities Management in partnership with the college. At various times, keys are misplaced or locked inside of a CSU space and it is necessary to gain access to these spaces.

During Business Hours:

People, who are locked out of their offices, labs or other, during business hours, must contact their department office, proctor, or department head for access. If a medical or personal safety emergency exists and these parties cannot be reached, contact CSU PD (see the next section for details).

Outside of Business Hours:

People, who are locked out of their offices, labs or other, outside of business hours, must contact CSU PD at 911 or 491-6425 during emergencies to gain access. CSU PD will only grant access if proper identification is provided and a medical or personal safety situation exists. If you are locked out of your office and no medical or personal safety situation exists, you must wait for business hours and follow the guidelines in the previous section.

Excerpt from the CSU Building Access and Security Policy – Signed July 28, 2011

<http://policies.colostate.edu/PolicySearch.aspx?xGplID=fvwFsEeRoms=>

15. Default restricted access hours for all campus buildings will be 10:00 PM through 7:00 AM weeknights and through the weekend. Temporary or permanent alternate access hours can be set by Facilities Management with input from Vice Presidents, Deans, Directors, Department Heads, and Building Proctors as appropriate.
 - (a). Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access. Building occupants who do not have keys with them or have not been issued keys are expected to contact the Building Proctor for access to the building or rooms during business hours.
 - (b). People, who are locked out of their offices, labs or other, during business hours, must contact their department office, proctor, department head or dean for access. On-call or other available staff should handle lock out when possible in Housing and Dining facilities.
 - (c). Anyone wishing to enter a building, classroom, or office during restricted access hours must have been issued their own keys. Units and areas that operate within these closure hours must staff the area or make arrangement

for access with appropriate personnel in advance. CSU Police Department will only unlock doors after business hours when proctors are unavailable and the following conditions exist:

- (i). A life-threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- (ii). Other emergency (i.e. locked out with keys inside building). The requesting party must provide proper identification and proctor or responsible person authorization.