

# PROCEDURE

**Number:** 74-04  
**Title:** Security of Buildings  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 08/05/2025  
**Last Revision:** 08/04/2025

## Reference (Policy and/or Procedure)

**SBTCE:** 70-42 Security of Plant Facilities and Equipment

**FDTG:**

**Other:**

## Procedure Description

All classrooms, labs and other areas containing equipment or other materials that would be subject to theft, should remain locked except when they are in use or occupied.

Custodial crews normally begin their cleanup activities after 4:00 PM to prevent labs, classrooms and offices from being accessible for theft.

Security personnel will begin locking exterior doors to buildings at 10:30 p.m., Monday through Thursday and at 1:00 p.m., Friday to prevent unauthorized access to buildings.

Exterior doors to all buildings should remain locked except during special events and normal college hours of operation.