

San Francisco State University Office of the President

Date: December 19, 1994

To: Cabinet Officers, Deans, Department Chairs, Administrative Officers

From: Robert A. Corrigan, President

Subject: University Executive Order #94-17: Permanent Policy on Closure of Campus Buildings

Several incidents occurring in campus buildings after hours or on weekends have caused us to seek ways of increasing campus safety. A committee of representatives from Academic Affairs, the Academic Senate, Facilities Operations, CSEA, Associated Students and Public Safety has studied this matter over several months. The committee has consulted closely with the College deans, among others, and evaluated the interim building closure policy, which they found to be working well. I am pleased to accept the committee's recommendation that the interim policy, with only minor changes, be made permanent. The permanent policy is detailed on the attached sheet. This policy meets our needs for both safety and access to academic facilities, such as laboratories, at a variety of times. Restroom security will be addressed separately, as a number of costly recommendations may be involved.

You will note that the building closure policy calls for installation of Card Reader access for one door of every building. Work is under way, with the first buildings scheduled for completion to be Hensill Hall, Thornton Hall, Old Science, Health and Human Services, Creative Arts, and the A&I addition.

Please ensure that your faculty and staff are familiar with this policy.

**San Francisco State University Policy on Closure of Campus Buildings
(University Executive Order #94-17)**

Monday Through Friday Access:

All buildings except the Library will be secured by Public Safety at 11:00 p.m. weekdays and 5:30 p.m. weekends. Public Safety personnel will check and lock all doors and windows at those times. They will also escort all unauthorized people from the buildings.

Weekend and Holiday Access:

We recognize that there will be some need for weekend access to buildings after closure hours. After

hours, a faculty or staff I.D. or a specialized student pass, together with photo I.D., will be required to remain in the buildings. Student passes will be authorized by College deans. Public Safety will assist the deans with development of the passes. Each College dean will develop and implement a system for authorized building access after 5:30 p.m. weekends.

Holiday access scheduling will be treated as weekend access.

Special Events:

When buildings are opened for classes or special events during weekend closure periods, deans and directors will notify Public Safety in advance.

Campus-wide Improvements:

The University will install Card Reader access for one door of every building. Only that one door will be open on weekends. Master and exit keys may be recalled and reissued at the discretion of the College dean. All doors will have prop alarms.

Faculty and staff are encouraged to shut and lock windows at the end of the workday.

Please continue to ensure that doors are not propped open, but are securely latched. Any slight inconvenience in our new way of doing business will be amply offset by a safer environment for us all.

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