

**UNIVERSITY OF WEST FLORIDA**  
**Facilities Development & Operations**

**Pensacola, FL 32514-5750**

**July 26, 2006**

**Revised: May 4, 2021**

**STANDARD OPERATING PROCEDURE # FAC 4.015**

**Subject: Unlocking of Building Entrance Doors**

**Purpose and Scope:** To formalize, define, and communicate the process of unlocking building entrances of the main campus. Building entrances will be unlocked each workday morning according to the established and posted University of West Florida Building and Entrance Location unlock plan unless instructed otherwise by Environmental Services Supervisor.

**Procedure:** Building Services employees will unlock buildings in accordance with the unlock plan posted on the inside of each custodial closet door. Environmental Services Technicians substituting in buildings other than normally assigned will refer to unlock plan upon initially entering the building to ensure that only the doors identified on the Floor Plan are unlocked.

The unlock plan shall not be removed from the custodial closet for any reason. If for some reason the chart is not in the designated place, the appropriate supervisor will be notified and will provide direction. The Environmental Services Supervisor will have an office copy of the unlock plan to reference as needed.

**Developed by: Buildings & Grounds Management**

**Approved by:**



Frankie Carlson  
Coordinator  
Building Services



Myles Sampson  
Director  
Buildings and Grounds Management



Dr. Melinda S. Bowers  
Associate Vice President  
Administration/Facilities Management