

Building Lockup is an essential element to the security of both the facility and our equipment. The following is a walkthrough of the lockup process with information on key points. If our cleaning guy (James) is in the facility, most interior doors may be left unlocked. All exterior doors, Dressing Cages, the Computer and Light Lab, Trap Room, Stock Rooms, Prop Closets, and Booths must be secured regardless.

Undergraduates not under direct supervision (including those in the Computer Lab) should be asked to leave unless they are in the Lab Theatre and the posted schedule shows that the room is reserved. Department policy mandates that no undergraduates be anywhere in the facility from midnight to 6:00 AM regardless of the reason. Rooms being actively used by Graduates and or Staff may be left open; all other areas should be fully secured. All lights should be turned off though most rooms and halls have nightlights which are permanently on. Most hidden switches are noted—feel free to ask if there's one you can't find.



