

Classroom Lockout Procedures for General Use Classrooms

Notifications:

During Business Hours, 8a-5p

x askspace@74-0628@c 0-1.3ius x UPD at 813

Communications

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- x Classroom Lockout Emergency GRP to be used for EMERGENCY communications concerning room access problems
 - a. Members—key staff from:
 - i. URO Space team
 - ii. Access Control (T)
 - iii. Facilities
 - iv. College contacts with keys
 - v. Marisa Guy @St. Pete
 - b. Any access issues known prior to a faculty/staff submission should be placed in the Teams GRP for awareness and potential room reassignments

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1. Faculty member contacts URO Space team
 2. URO Space team posts 0.(s)9 is in place for the room they can tag an appropriate person.