

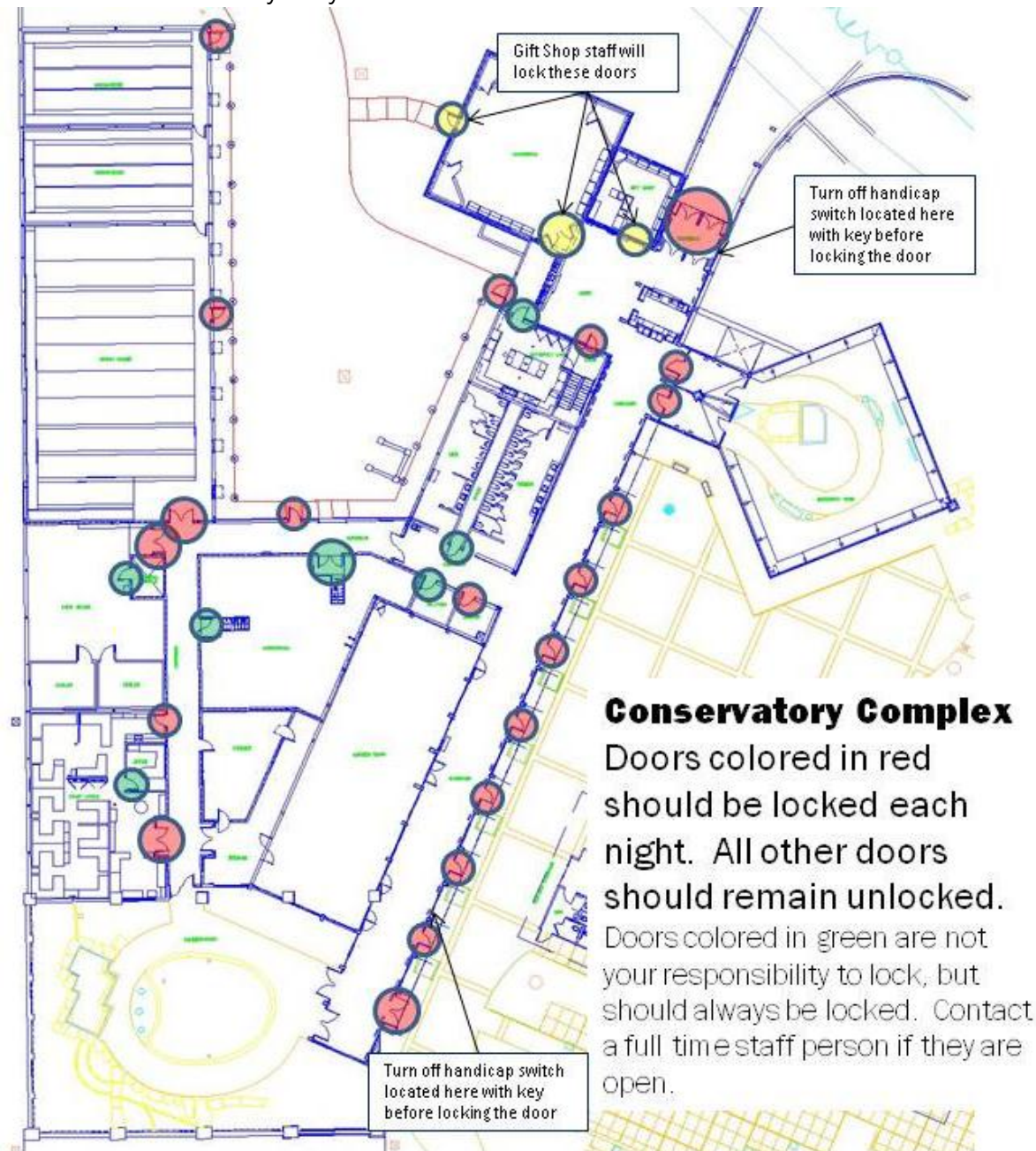
Which Doors to Lock

Refer to the maps below to see which doors should be locked and which should remain unlocked each night.

To lock doors down hall turn knob to the left – the door may need to be pulled in or pushed out slightly for deadbolt to latch

To lock doors with push bars, push the bar in slightly while turning the master key in the lock. The bar should pop out all the way.

Double check turn knob/lock on both sets of front doors to be sure it is not unlocked. This is very easy to overlook.



If there was an event in Hunziker House, turn out lights and lock doors. Check the back gate – be sure it's locked

Double check this building only if an event was held there that day.

Refer to map below to know what doors are to be locked and which should remain open

To lock doors with push bars, push the bar in slightly while turning the master key in the lock. The bar should pop out all the way

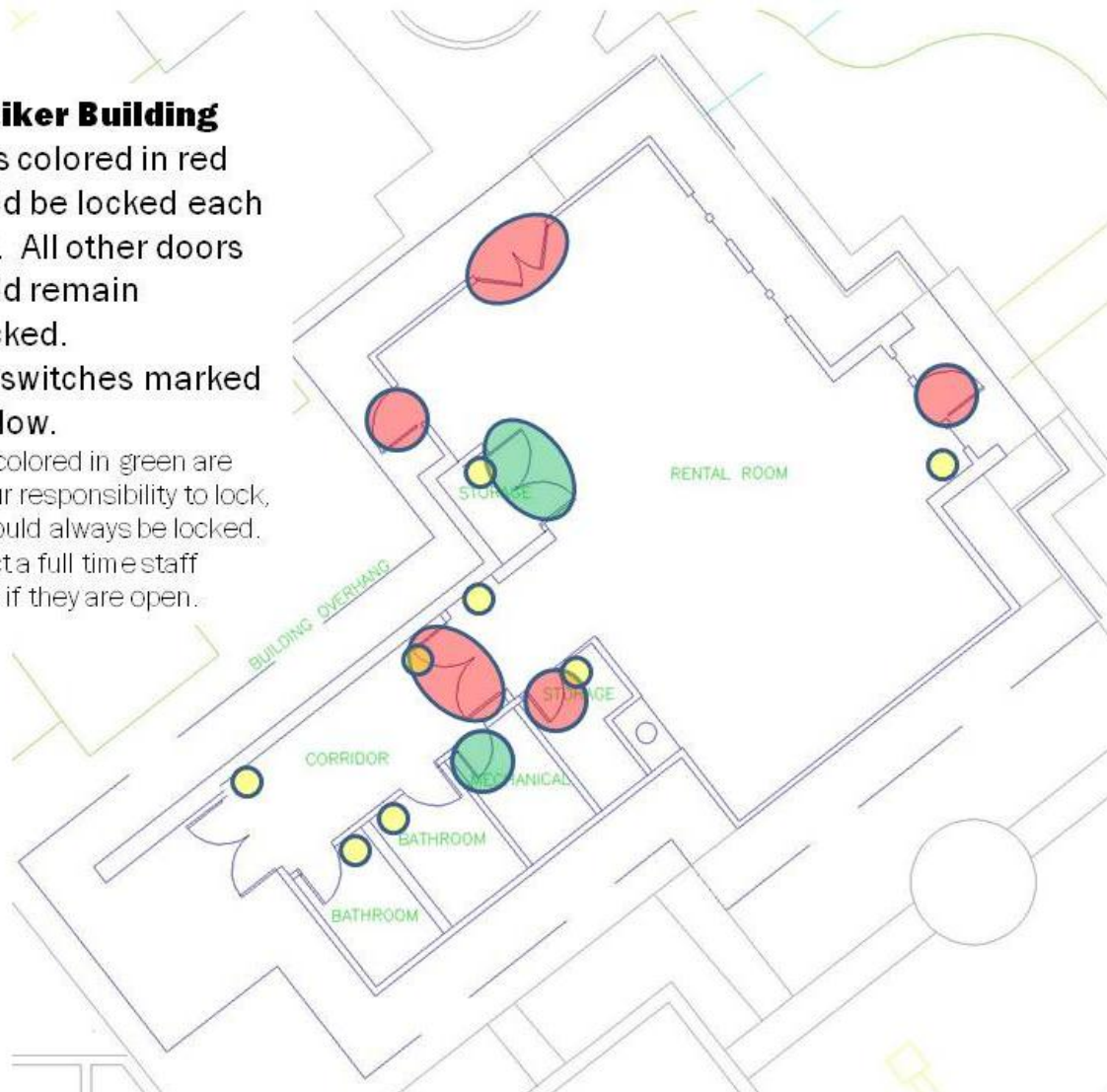
Don't forget to turn off the lights!

Hunziker Building

Doors colored in red should be locked each night. All other doors should remain unlocked.

Light switches marked in yellow.

Doors colored in green are not your responsibility to lock, but should always be locked. Contact a full time staff person if they are open.



If there was an event in Mahlstedt Building, turn out lights and lock doors

Double check this building only if an event was held there that day.

The Mahlstedt Building is unlocked during weekdays, but should be locked during the weekends, unless there is an event.

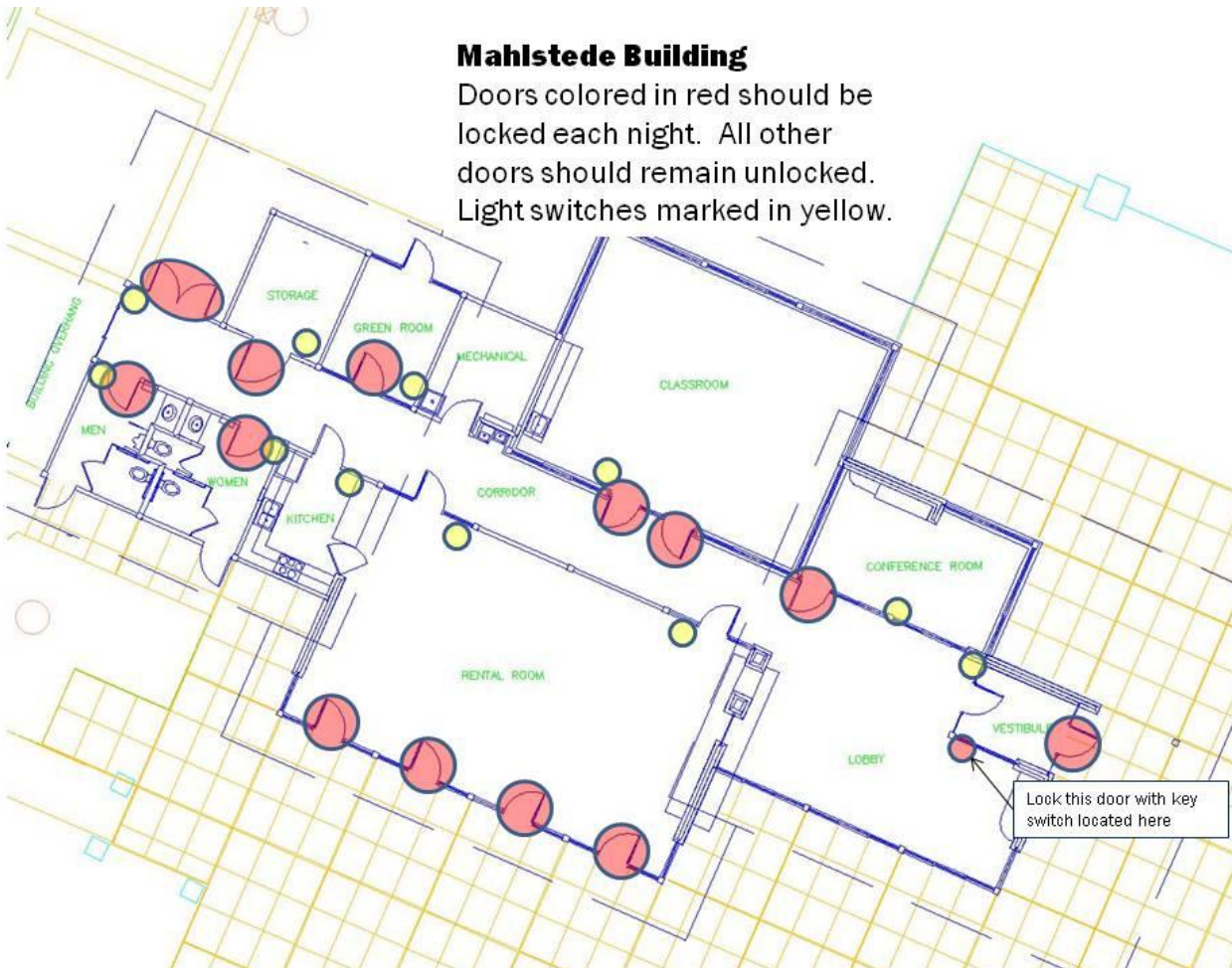
Refer to map below to know what doors are to be locked and which should remain open

To lock doors with push bars, push the bar in slightly while turning the master key in the lock. The bar should pop out all the way.

Double check turn knob/lock on back doors to be sure it is not unlocked.

This is very easy to overlook.

Don't forget to turn off the lights!



For your reference, these are the doors that should be locked when you leave. Don't forget to turn off the lights!

