

## SAFETY PRACTICES – DOORS and WINDOW BLINDS

Be vigilant in maintaining a safe environment:

1. The university has an open campus, which means that the public can walk through the campus at any time. In order to prevent unwanted visitors:
  - x Do not prop open outside doors or prevent outside doors from closing.
  - x If you do not recognize someone, do not hold open the door for them. If someone is authorized to enter the building, they will have their own access card.
  - x Keep your access card and/or keys with you or in a secured location at all times.
  - x Do not loan out your access card and/or keys. Authorized people have their own!
2. If you lose your access card or keys, notify Plant Services. Loss of access cards or keys create a security risk, so should be acted upon immediately.
  - x Once alerted, the access card can be electronically disabled immediately by Plant Services so that no unauthorized person can use it for access. If you find the access card again, Plant Services can enable the card again. If you do not find your access card, obtain a replacement from IT (Stevens Center 3<sup>rd</sup> floor IT customer service counter).
  - x Loss of keys affect all others using the rooms accessed by the lost key. All locked areas accessed by the lost key must be rekeyed. The student account will be charged for the lost key and a rekeying charge will be added. If the entire house or apartment needs to be rekeyed (areas with multiple outside doors), the charge will be greater for a lost key replacement.
  - x Any problem with using your access card or key should be reported to Plant Services.
3. Maintain clear exit routes. Do not block passageways with furniture or other obstacles.
4. Do not prop open fire doors. Fire doors are designed to close in case of emergency in order to contain a fire hazard. When closed, people can still leave the area (the fire doors are not locked from the inside). All dorm hallway doors are fire doors.
5. Close all open windows before leaving the building, including windows that may have been open when you entered.

Maintain personal privacy for you and your roommate(s).

1. Rotate the slats on blinds for privacy instead of raising or lowering the blinds.
  2. Rotating the slats so that the lower edge is pointed up is the most effective method for blocking out sunlight.
  3. Close the blinds at night.
  4. If you must raise or lower the blinds:
    - x Make sure that the slats are in the horizontal (flat) position before raising or lowering.
    - x Support the weight of the blinds with your hand when you lift or lower the blinds so that the weight of the blind is not fully on the strings.
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