



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 18, 2007, Revised May 4, 2021
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.016

Subject: Security of Custodial Spaces

Purpose and Scope: To ensure custodial closes and contents are secured when unattended. Custodial closets are to be secured spaces and the door(s) are to be kept locked when the closet is unattended.

Procedure: Custodial closets are to be secured spaces and the door(s) are to be kept locked when the closet is unattended. Doors to custodial spaces will be closed and locked at all times when the custodial worker assigned to the space is not within sight of the custodial closet door.

Developed by: Buildings & Grounds Management

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