

Standard Operating Procedure

for

Securing of the Building

Under normal conditions, certain assigned personnel are responsible for locking and unlocking all doors. At the closing of Library hours, all main exits and supplementary exits will be locked. Only main entrances shall be used by remaining employees to exit the building. Building custodians (or other assigned personnel) have to be the last one out of the building. Should an employee need to re-enter the premises, you have to follow him or her to ensure that all lights, doors are locked, etc.

Employees working the closing shift are responsible to ensure that all doors are locked and all interior lights are turned off – except for the interior light between the children’s library and the Internet Café; the interior light in the foyer of the Route 4 main entrance; and the interior light in the former kitchen which is now the NLBPH (National Library Service for the Blind and Physically Handicapped) room.

When two building custodians (or other assigned personnel) are scheduled to close the Hagatna branch, one employee should secure the 2nd floor administrative support unit by locking the door knob and deadbolt for the administrative support unit’s main entrance; lock the door leading out to the balcony; turn off the lights; and then exit thru the single, supplementary exit and lock both the door knob and dead bolt and proceed down the stairs to lock the single, supplementary first floor exit and turn off stairwell lights. Then the assigned personnel must go through the children’s library and make sure that the window in the restroom is locked, check the gate if the padlock is in place, and turn on the light within the gated area. Always make sure that the outside door and the double door into the Internet Café is locked. Go through the 1st floor and make sure that all patrons have left the building, check the restrooms and check the glass doors if they are locked. Meanwhile, the second building custodian (or other assigned personnel) will start securing the 2nd floor reference area: and then proceed to secure the 3rd floor technical processing department and its restrooms. Thereafter, the second building custodian (or other assigned personnel) will join the first building custodian (or other assigned personnel) and complete securing of the first floor of the main library building.

Prior to closing, building custodians (or other assigned personnel) must ensure that the restrooms are clean; and toilet tissue and paper towel are replenished for the next working day.